

# AIM CrossChex

## User Manual

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# 1. Introduction

AIM CrossChex is an intelligent management system which is applicable to all Anviz access controls and time attendance devices. The user-friendly and interactive design makes this system very easy to operate, the powerful function makes this system realize the management of department, staff, shift, access authority, and exports different time attendance and access control reports, satisfying different time attendance and access control requirements in different complicated environments.

AIM-CrossChex Software Requirements/Pre-Requisites: Windows XP, Windows 7, Windows Server 2003 and above Microsoft .NET 4 or higher. (The AIM-CrossChex installer will install this application if it is not currently present on the machine at the time of installation.)

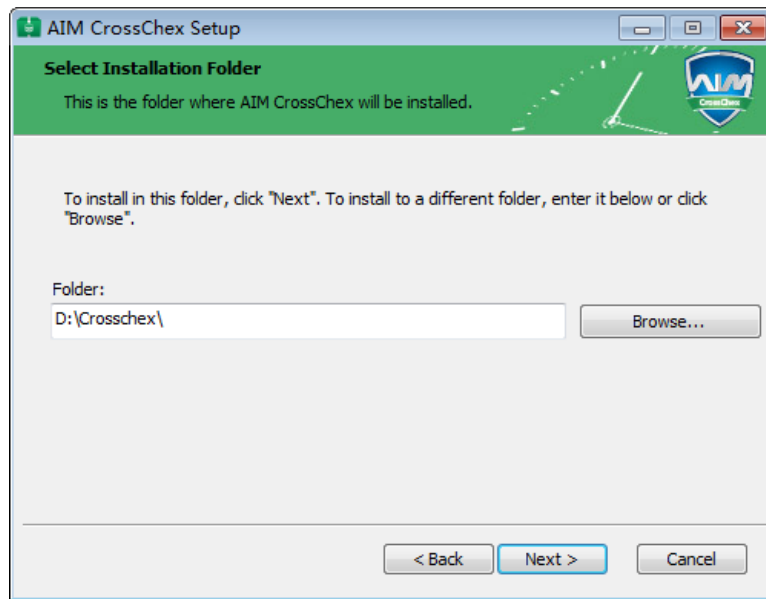
# 2. Installation

Place the AIM-CrossChex CD in your Computers CD-ROM drive. If auto-run is enabled on your machine, the installation will start on its own. If not, then double-click the "setup.exe" from the included CD-ROM or from your local download directory which obtained from the AIM-CrossChex.com website.

- 1 Click "**Next**" to begin installation.



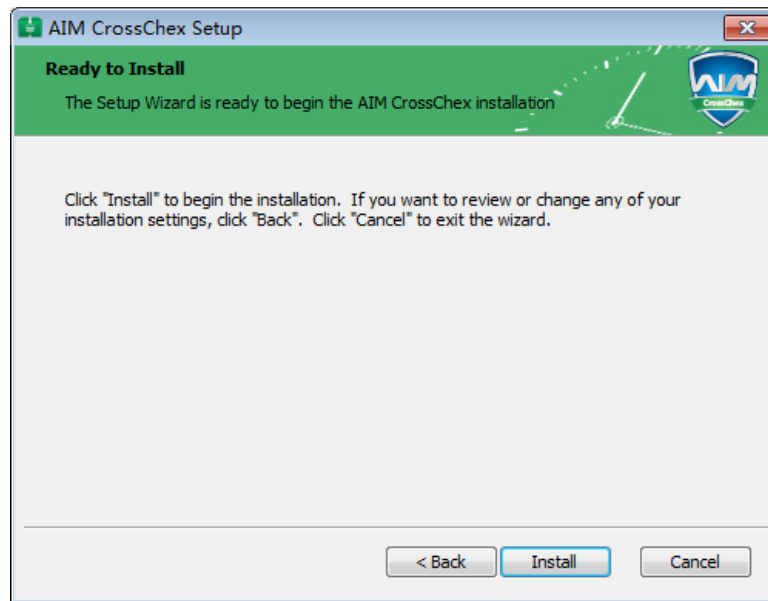
- 2 Choose the installation "**Folder**". (It is recommended to leave this at the default location setting.)



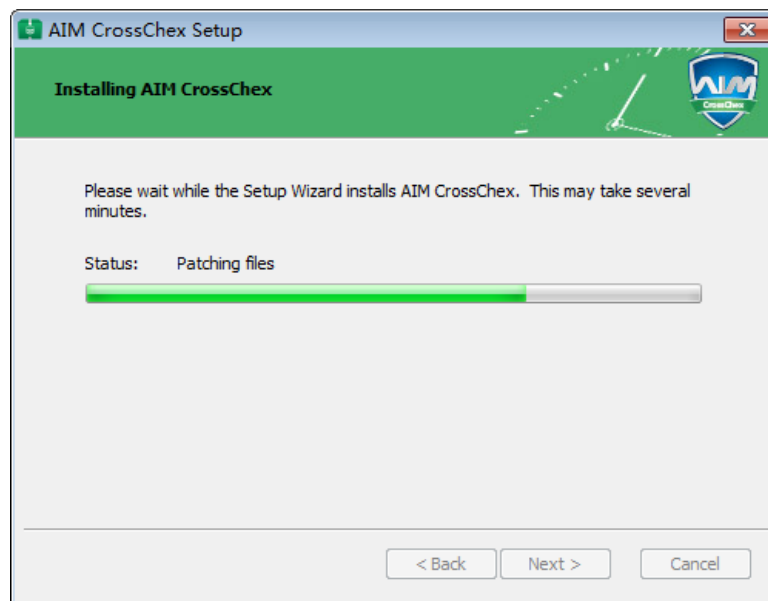
- 3 Check the licensing agreement and click on "**I accept the terms in the Licensing Agreement**" box below.



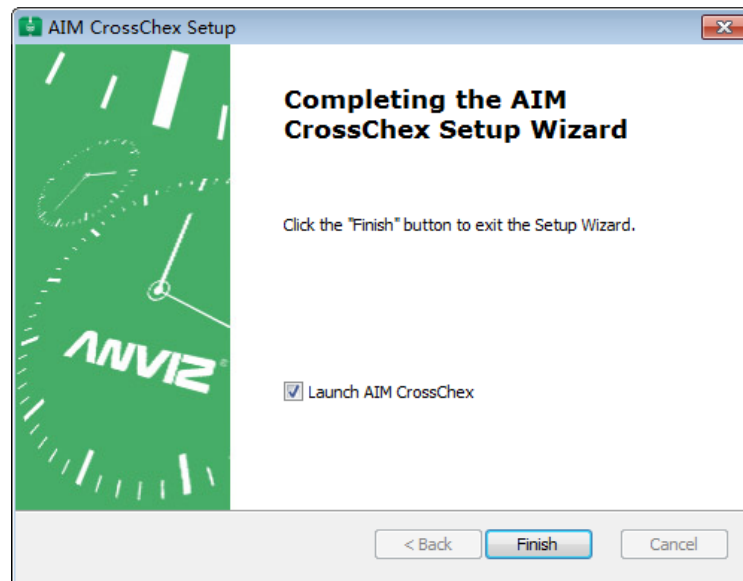
- 4 Then click, "**Next**" to continue.
- 5 Click the "**Install**" button to start the installation procedure.



- 6 Please wait while the software is installed.

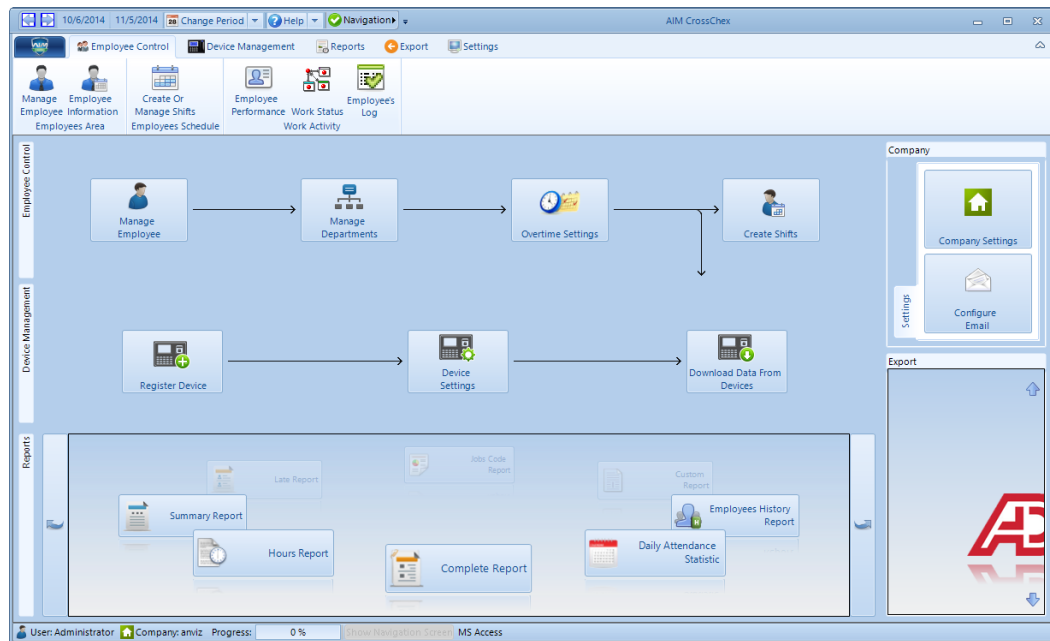


- 7 Once the setup is complete, click on the "**Run AIM-CrossChex**" button to complete the installation procedure and launch the software. Or, you may choose to click on "**Close**" to complete the installation process and open the software at a later time.

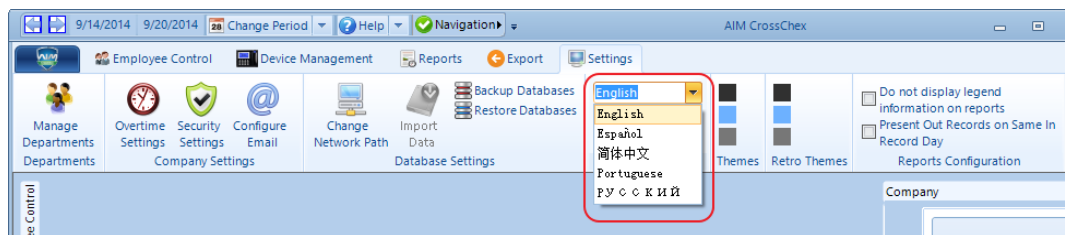


- 8 The first time you open the Crosschex, the registration form will pop up. Fill the form and click “REGISTER” to register customer information or click “NOTHANKS” to close the form.

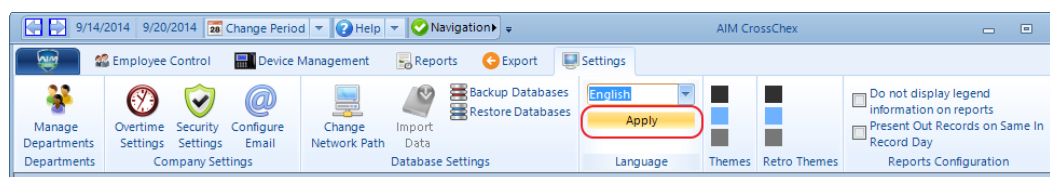
The entire system software includes the following sections:



To change the current language that the AIM-CrossChex software displays in, simply click the Dropdown Menu next to the current Language Name:



Choose the appropriate language from the list and then click the "**Apply**" button.



The Software can connect to "Microsoft SQL Server Database" or "Access Database". Default setting is using Access database. If you want to change the connection, please refer to Chapter 3.8 Change Network Path.

## 3. Configuration

### 3.1. Company information

To begin using your software, the Company Settings **MUST** be configured. The application will not function properly without completing the Company Information Wizard.

The first time AIM-CrossChex is opened, it will present you with the Company Information Wizard.

- 1 Click "**Next**" at the bottom of the Welcome screen to begin configuring the company settings.
- 2 Click the "**Add/Change Company Logo**" to add a new company logo. If needed, click the "Remove Company Logo" button to Remove or Change the existing company logo.(Optional)

- 3 Type the name of the new Company in the "**Company Name**" text field. Choose the type of "**Company Time Display Format**" and "**Employees Names Format**" if necessary.

Company Information  
Identify your company

Company Logo

Add/Change Company Logo

Remove Company Logo

Company Name:

Company Time Display Format:

☐ Minutes ☒ Decimal

Employees Name Format:

First Name Middle Name Last Name

< Back Next > Cancel

- 4 Click "**Next**" to continue.
- 5 Click the drop down menu next to the "**Beginning of fiscal year**" field to select the date that your company's fiscal payroll year began.

Company Information  
Identify your company

Beginning of fiscal year:

Wednesday, January 01, 2014

Start Day:

Monday, September 15, 2014

Term:

Weekly

The company will allow overtime pay:

☒ No ☐ Yes

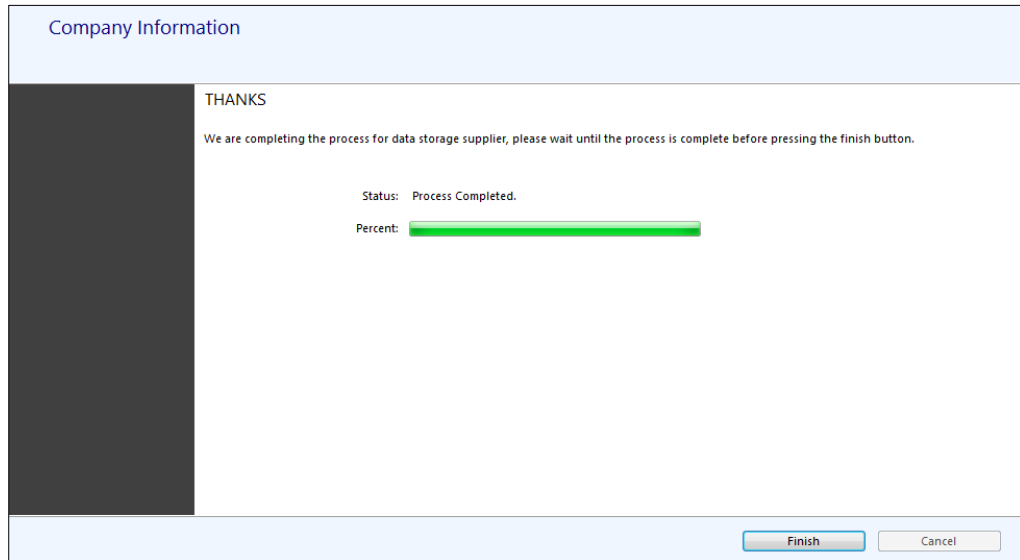
The company will allow doubletime pay:

☒ No ☐ Yes

< Back Next > Cancel

- 6 Click the drop down menu next to the "**Start Day**" field to select day that your most previous overtime period began.
- 7 Click the drop down menu next to the "**Term**" field to select the frequency that your companies will calculate overtime.

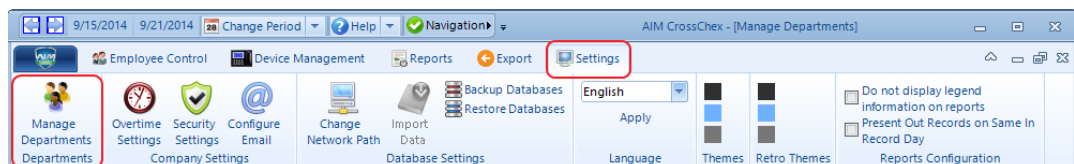
- 8 Choose whether "**The company will allow overtime**" and/or if "**The company will allow double-time pay**" by selecting the appropriate radio buttons.
- 9 Click "**Next**" to complete the initial company settings wizard.
- 10 The following window will appear. Click "**Finish**" to finish the setting process.



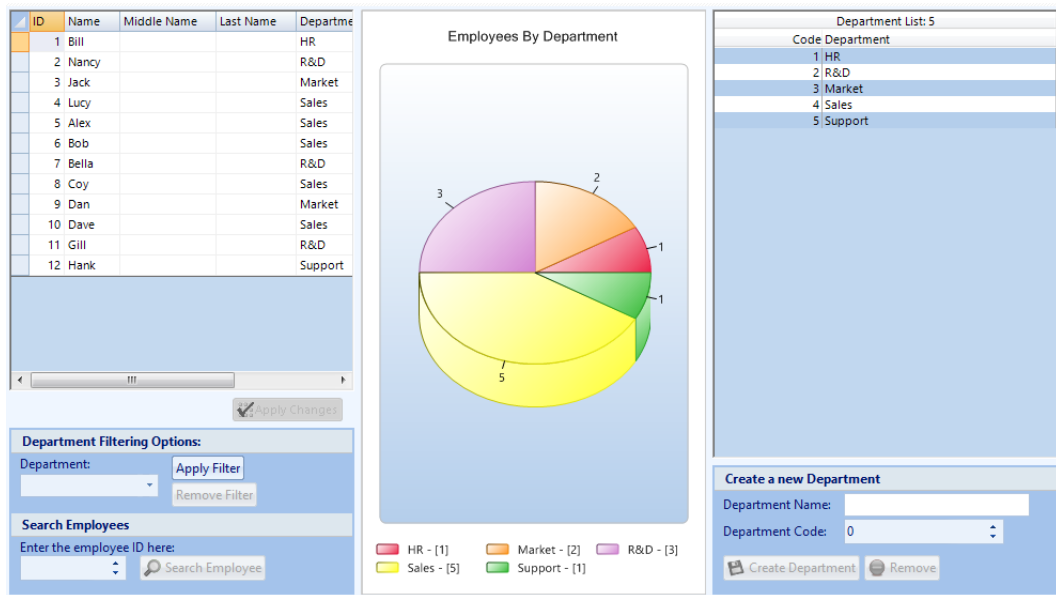
## 3.2. Department Settings

To set the Department Information:

- 1 Click the "**Settings**" tab and the "**Manage Department**" button.



- 2 The following window will appear:



### 3.2.1. Create a New Department

On the lower right corner of “**Settings->Department->Manage Departments**”:

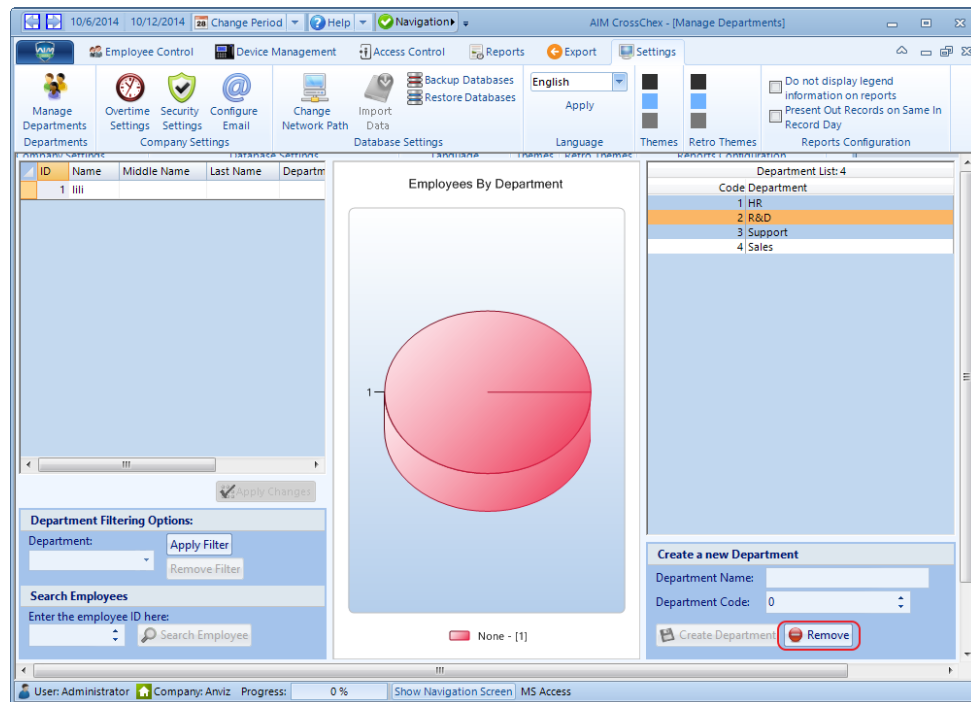
The screenshot shows the 'Create a new Department' form. It has a title bar 'Create a new Department'. Below the title bar, there are two input fields: 'Department Name' and 'Department Code'. The 'Department Code' field has a dropdown arrow. At the bottom of the form, there are two buttons: 'Create Department' and 'Remove'.

- **Department Name** - Type in the name of the new department. These names should match the existing department names in your organization. Example: Human; Resources; Contractors; Staff; Administration; Executive.
- **Department Company Code** - Type in the Company Code for this department. This should reflect the current internal department code used in your organization today.
- Once the department name and code have been defined, click the "**Create Department**" button at the bottom.

### 3.2.2. Delete Departments

To delete the Department:

Select the department need to be removed. Then Click the "**Remove**" tab. The department is not allowed to remove when it is in use.

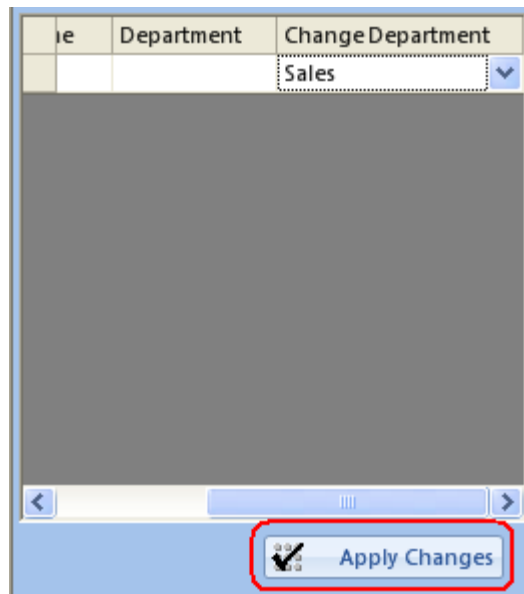


### 3.2.3. Change Assigned Employee Department

To change the employees assigned department, simply click inside the field entitled "Change Department" from the employee list. Select the department from the drop down menu that you wish to move the employee to.

ID	Name	Middle Name	Last Name	Department	Change Department
1	Bill			HR	
2	Nancy			R&D	
3	Jack			Market	<div> <div>HR</div> <div> <div>HR</div> <div>R&amp;D</div> <div>Market</div> <div>Sales</div> <div>Support</div> <div>None</div> </div> </div>
4	Lucy			Sales	
5	Alex			Sales	
6	Bob			Sales	
7	Bella			R&D	
8	Coy			Sales	
9	Dan			Market	

Once the correct department name is displayed in the "**Change Department**" field, click the "**Apply Changes**" button at the bottom of the employee list.

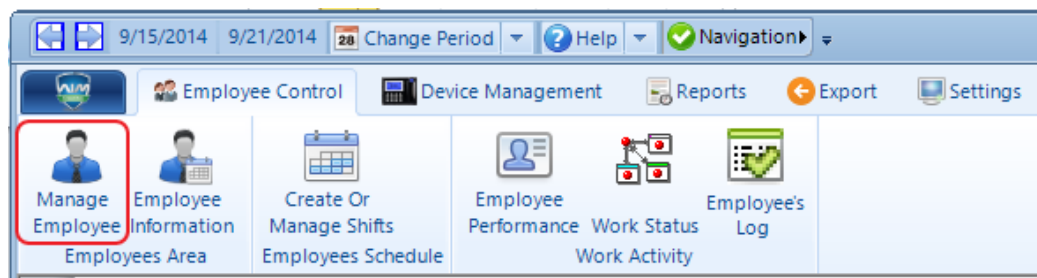


Additionally, the department can be changed through each individual employee profile under the **"Department Information"** Tab at the bottom of the employee profile screen.

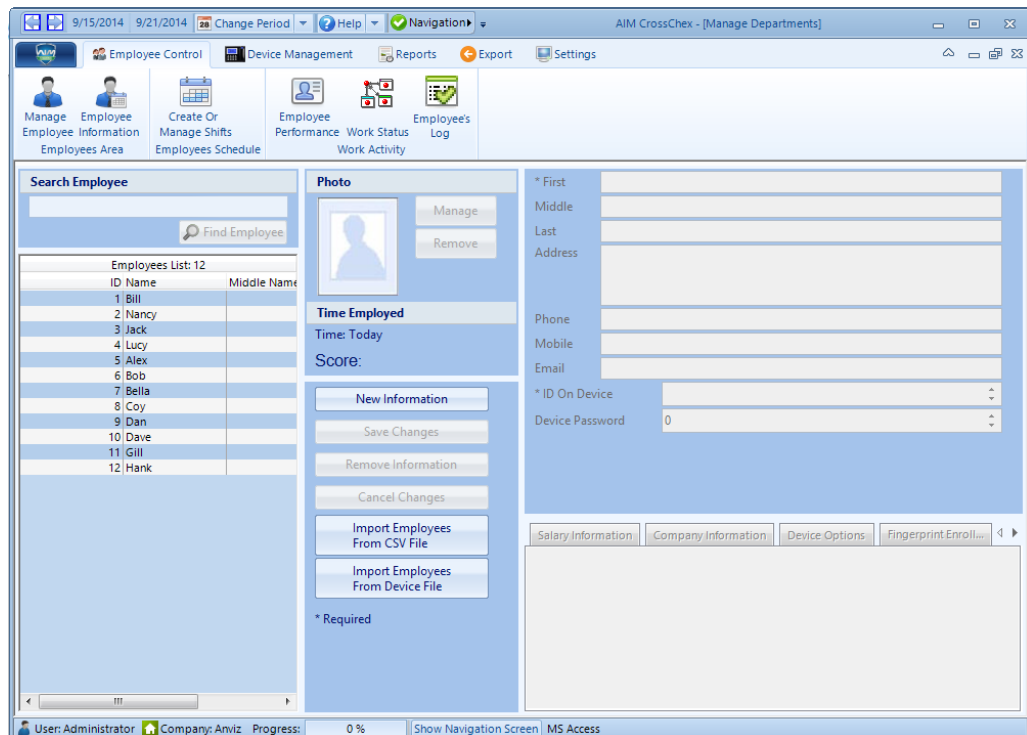
### 3.3. Add Employee

#### 3.3.1. Manually input Employee Information

Click on the **"Manage Employee"** button to Add, Remove, Modify or Search Employee Profiles.



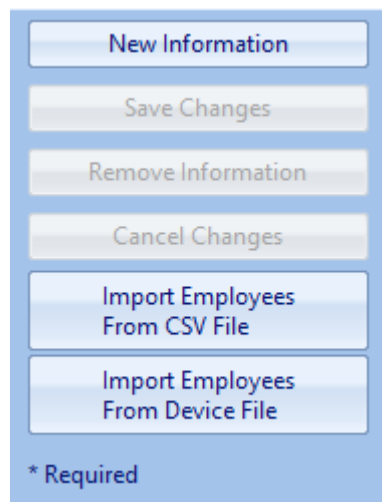
The following screen will be displayed:



### 3.3.1.1. Basic Information

To add a new employee

- 1 Click the "New Information" button in the middle of this window.



- 2 Fill in all appropriate Employee information fields such as First Name, Middle Name, Last Name, Address, Phone numbers, email, ID Number and Device Password.

* First	<input type="text"/>
Middle	<input type="text"/>
Last	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
* ID On Device	<input type="text"/>
Device Password	<input type="text" value="0"/>

Note:

The minimum required fields are First Name, Company ID and ID in Device. ID in Device will be the same number used when enrolling an employee fingerprint on your time clock.

More information can be found on the bottom section of this window, there are several tabs including Company Information, Department Information, Device Options, Fingerprint Enrollment, FacePass Enrollment.

### 3.3.1.2. Salary Information Tab

Salary and Department Information setting for employees

Salary Information	Company Information	Device Options	Fingerprint Enrollment	FacePass Enrollment	History
Department <input type="text" value="Support"/>		Maximum Vacation Hours <input type="text" value="1"/>			
Position <input type="text"/>		Maximum Sick Hours <input type="text" value="1"/>			
Hourly Rate <input type="text" value=".00"/>					

The Tab includes the following settings:

**Department** - Set department for employees.

**Position** - Set positions for employees.

**Maximum Vacation Hours** - This allows you to set the maximum amount of vacation hours that can be scheduled for the employee. Once the maximum number of hours assigned for Vacation has been scheduled, the software will show a warning of this and will not allow additional Vacation hours to be applied to this employee.

**Maximum Sick Hours** - This allows you to set the maximum amount of sick hours that can be scheduled for the employee. Once the maximum number of hours assigned as Sick time has been scheduled, the software will show a warning of this and will not allow additional Sick hours to be applied to this employee.

**Hourly Rate** - The hourly payment. If you assign "0", employee will not receive any pay.

Maximum Vacation Hours / Maximum Sick Hours are on a per fiscal year basis and will reset once the fiscal year has rolled over in the software.

### 3.3.1.3. Company Information

Company Information setting for employees:

The screenshot shows the 'Company Information' tab selected. It contains the following fields and options:

- Employee Status:** Radio buttons for 'Active' (selected) and 'Inactive'.
- ☐ Allow calculate overtime for this employee.
- ID Card:** A text input field.
- \* Company Number:** A dropdown menu showing '13'.
- Employee Since:** A date dropdown menu showing '9/19/2014'.
- ☐ This employee does not require a schedule.
- Select Pre Set Option:** A dropdown menu.

The Company Information Tab includes the following settings:

- **Employee Status** - This will be set to Active or Inactive. If set to Inactive, then this employee list is the only list that the inactive employee will show up in throughout the application.
- **Allow calculate overtime for this employee** - Check this box if the employee has been approved for overtime. (The box is visible only if the company allows overtime pay in company setting.)
- **ID Card** - This would be a current ID Card number assigned to the employee.
- **Company Number** - This is the employee number assigned by the company.
- **Employed Since** - The date of the employee be hired.
- **This employee does not require a schedule** - Check this option if you do not require a specific schedule be set for this employee. Without a set Schedule, which defines a Start Time and End Time of the work Day, then the Late/Tardy Report cannot be used for this employee, nor can the Time Rounding options be used. Both of these features require a Start Time and End Time to function properly. This is most commonly used for more flexible work hours where total hours on the clock need to be reported as regular work time.

- **Select Pre Set Option** - Choose the overtime calculate policy that will be applied to this individual employee by choosing it from the drop down menu. See the Overtime Settings article of the Settings section of this guide to configure your company overtime calculate policies.

**Note:**

The first available number in the employee list beginning at "1" will be auto-populated in the Company Number Field. This same number should be used in the ID in device field as well as during fingerprint enrollment on the time clock.

### 3.3.1.4. Device Options Tab

The Device Options Tab includes the following settings:

Salary Information Company Information **Device Options** Fingerprint Enrollment FacePass Enrollment History

☒ Device User ☐ Device Administrator

Identification Method: May not apply to all devices.

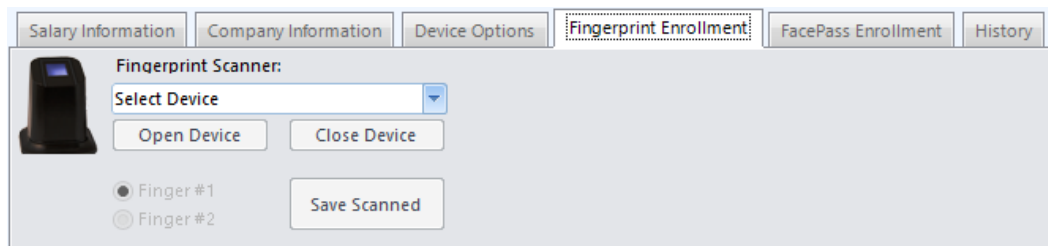
<input type="checkbox"/> Fingerprint Only	<input type="checkbox"/> ID + Fingerprint
<input type="checkbox"/> FP + Password	<input type="checkbox"/> ID + Pass + FP
<input type="checkbox"/> FP + Pass + Card	<input type="checkbox"/> Card Only
<input type="checkbox"/> ID + Password	<input type="checkbox"/> Card + Password
	<input type="checkbox"/> Card + Fingerprint

- **Device User** - Employee will be a device User. This is the default setting for every enrolled employee. Device Users have no access to the device Firmware menus.
- **Device Administrator** - Employee will be a device Administrator. Device Administrators have full access to the firmware menus and can perform all functions required to enroll new employees and configure the device settings.
- **Identification Method** (May not apply to all devices):
  - Fingerprint Only : Only Fingerprint verification will be required (Can be used in combination with ID + PW and/or Card Only)
  - FP + Password : Fingerprint plus a password will be required for verification
  - FP + Password + Card : Fingerprint plus a password plus an ID Proximity Card will be required for verification
  - ID + Password : ID Number plus a password will be required for verification (Can be used in combination with Fingerprint Only and/or Card Only)
  - ID + Fingerprint : ID Number plus a Fingerprint will be required for verification
  - ID + Password + FP : ID Number plus a Fingerprint plus a password will be required for verification
  - Card Only : Only Proximity Card verification will be required. (Can be used in

- combination with ID + PW and/or Fingerprint Only)
- Card + Password : Proximity Card plus a Password will be required for verification.
- Card + Fingerprint : Proximity Card plus a Fingerprint will be required for verification.

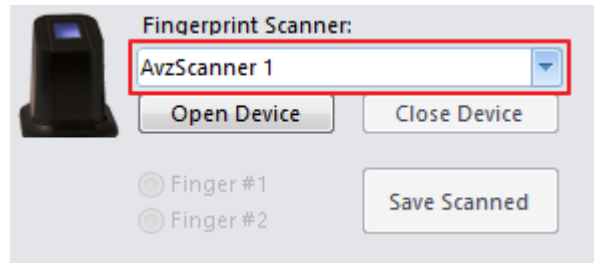
### 3.3.1.5. Fingerprint Enrollment Tab

This section can be used to capture the employee fingerprint directly into the software database using the U-Bio USB fingerprint reader. Once captured, this fingerprint can then be uploaded to any or all connected devices for employee authentication.

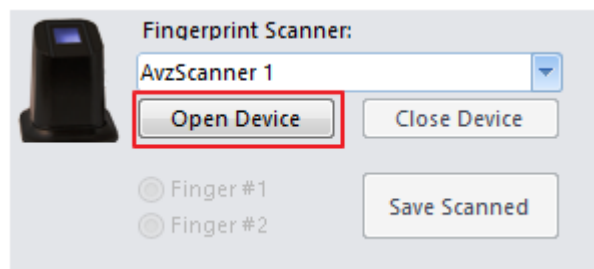


Connect the U-Bio USB fingerprint reader to the computer running the AIM-CrossChex software.

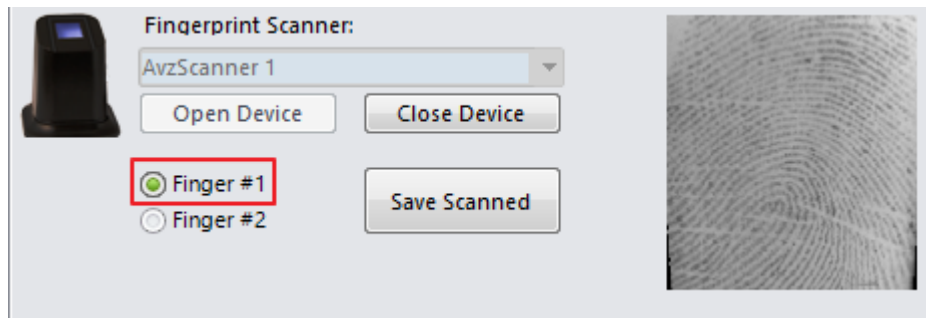
- 3 Select the U-Bio scanner from the drop down menu:



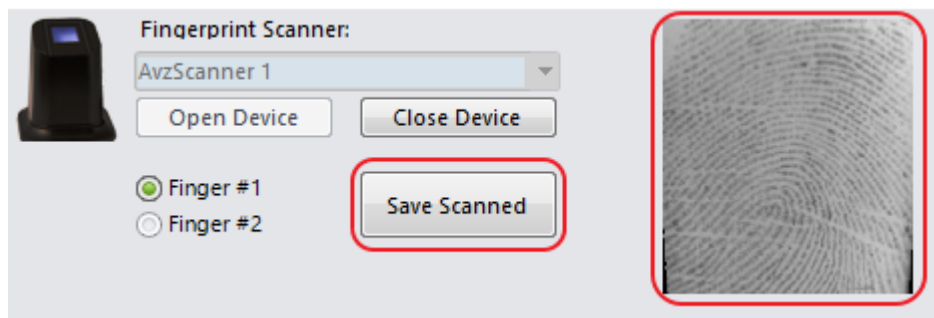
- 4 Click on "Open Device"



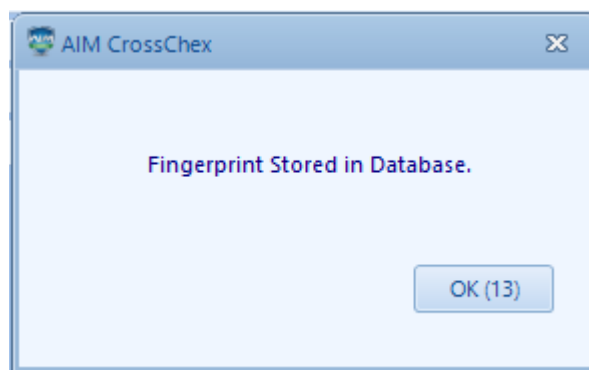
- 5 Select the "Finger #1" radio button and place the first employee finger on the BR10 sensor.



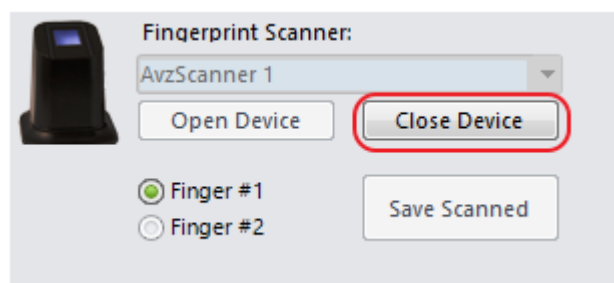
- 6 With the finger still on the sensor, click the "**Save Scanned**" button.



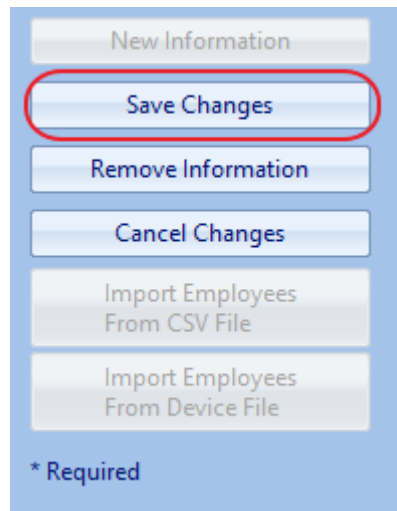
- 7 A message will appear that reads, "**Fingerprint Stored in Database**" if this process is successful.



- 8 Repeat the steps above to capture "**Fingerprint #2**" if required or desired.
- 9 To complete this fingerprint capture process, click on "**Close Device**".

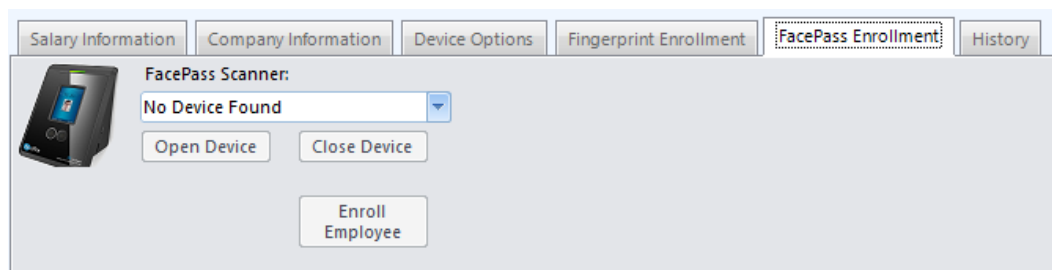


- 10 Once all Employee information is entered, captured and complete, Click the "**Save Changes**" Button.



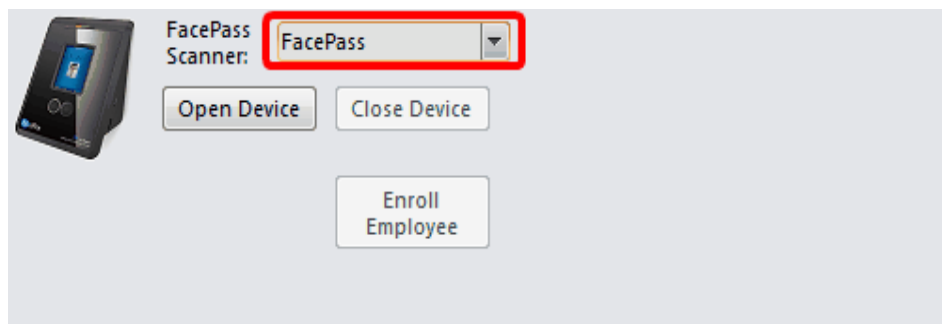
### 3.3.1.6. FacePass Enrollment Tab

This section can be used to capture the employee face template directly into the software database using the ANVIZ FacePass device. Once captured, this face template can then be uploaded to any or all connected FacePass devices.

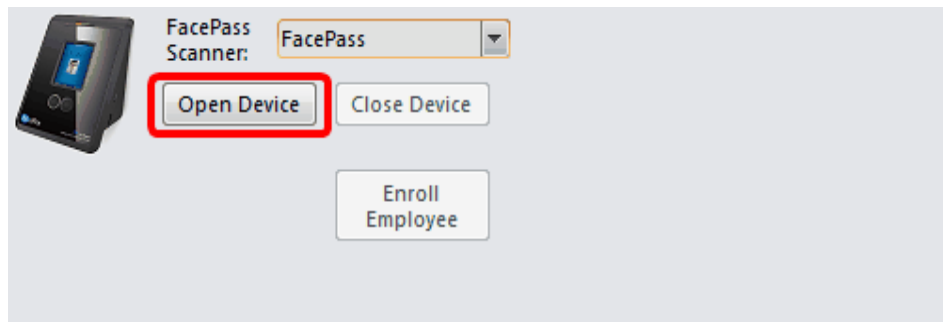


Connect the ANVIZ FacePass Basic device to the network via IP address. Once connected, Add the Device to the software using the device serial number and the validation code provided. See the Add a Device article under the Device Management section of this manual for information on adding a new device.

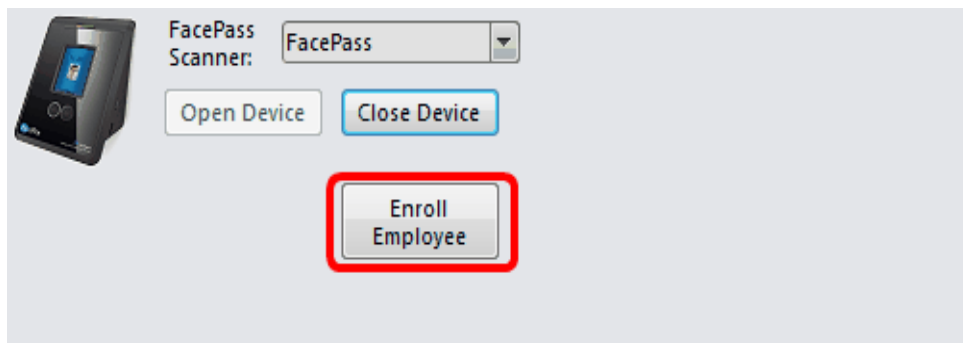
- 11 Select the FacePass device from the drop down menu:



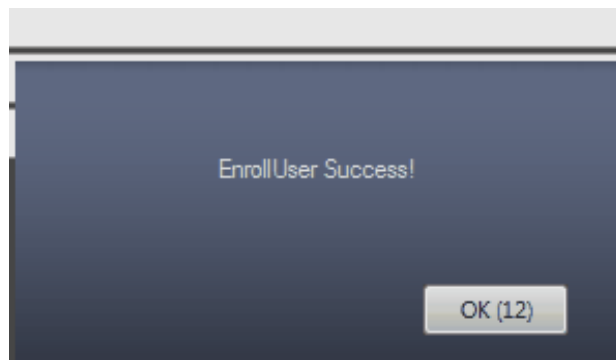
- 12 Click on "Open Device"



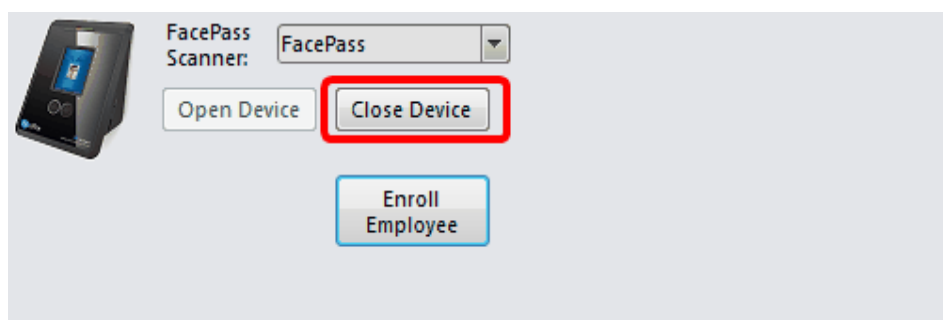
- 13 The **"Enroll Employee"** button will now be available. Click the **"Enroll Employee"** button.



- 14 The FacePass device will now be put into Enrollment mode. The employee will be required to look into the camera of the device until it captures a quality face template. Once enrollment at device is complete, a message will appear in the software as follows:



- 15 To Complete this face capture process, click on **"Close Device"**



- 16 Once all Employee information is entered, captured and complete, Click the **"Save Changes"** Button.

New Information

Save Changes

Remove Information

Cancel Changes

Import Employees From CSV File

Import Employees From Device File

\* Required

This employee face template can now be uploaded to any connected device by following the **"Upload Employee to Device"** article of the **"Device Management"** section of this manual.

When new employees are added to the system, they will show up under the **"Employee List"** located on the left hand side of the screen.

9/15/2014 9/21/2014 Change Period Help Navigation AIM CrossChex - [Manage Employees]

Employee Control Device Management Reports Export Settings

Manage Employee Information Employees Area Create Or Manage Shifts Employees Schedule Employee Performance Work Status Employee's Log Work Activity

Search Employee

Find Employee

Employees List: 12

ID	Name	Middle Name
1	Bill	
2	Nancy	
3	Jack	
4	Lucy	
5	Alex	
6	Bob	
7	Bella	
8	Coy	
9	Dan	
10	Dave	
11	Gill	
12	Hank	

Photo

Manage

Remove

Time Employed

Time: Today

Score: 100

New Information

Save Changes

Remove Information

Cancel Changes

Import Employees From CSV File

Import Employees From Device File

\* Required

\* First Lucy

Middle

Last

Address

Phone

Mobile

Email

\* ID On Device 4

Device Password 0

Salary Information Company Information Device Options Fingerprint Enroll...

Department Sales

Position

Hourly Rate .00

Maximum Vacation Hours 0

Maximum Sick Hours 0

User: Administrator Company: Anviz Progress: 0 % Show Navigation Screen MS Access

### 3.3.1.7. History Tab

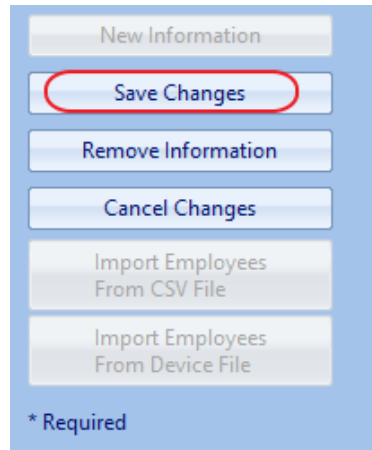
1. Click “Add Record” button to enter new page.

2. Choose action of this record: "Lower the score" or "Higher the score". Input the increased/decreased value of score in "By:#points", and the date of event.

3. Input the description of event in left text box, and click “Save”.

- Anviz Confidential Proprietary

5. Choose the record you want to delete, and click "Del Record" to delete it.
6. Once all Employee information is entered, captured and complete, Click the "Save Changes" Button.



### 3.3.2. Import Employees From CSV File

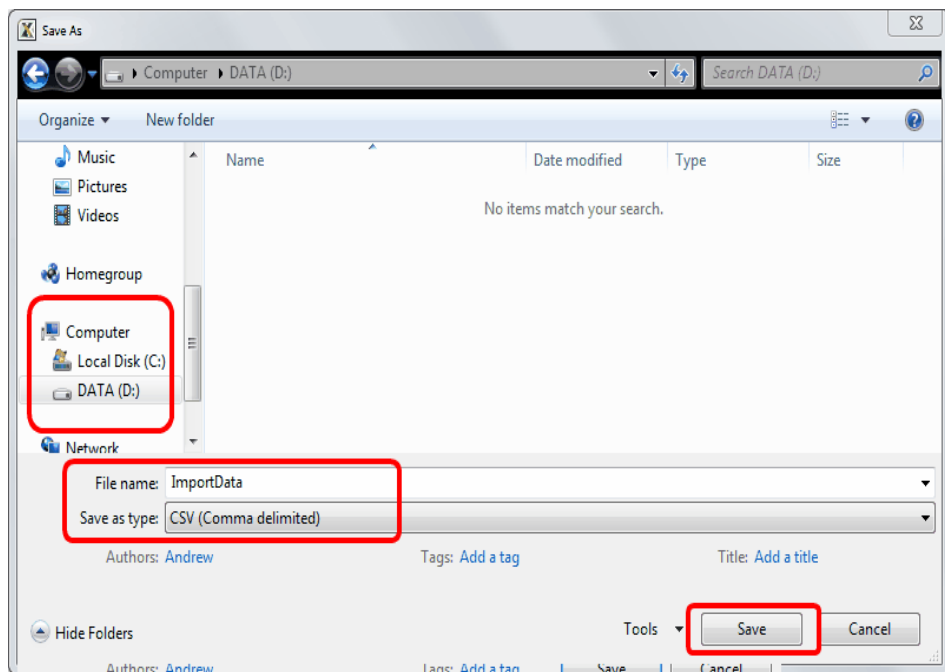
The AIM-CrossChex software gives you an option to Import large quantities of users at the same time by using its Advanced Import feature.

You will need to create a .csv file in Microsoft Excel.

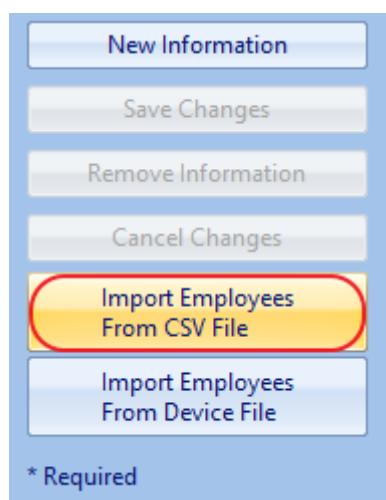
1. Open a new file in MS Excel. It should be formatted as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	First Name	Middle Name	Last Name	ID#	ID Card																		
2	Michael	A	Jordan	123456	123456																		
3	Josh	B	Freeman	645321	654321																		
4	Derek	C	Brooks	456789	456789																		
5	Ronde	D	Barber	987654	987654																		
6																							
7																							
8																							
9																							
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31																							
32																							

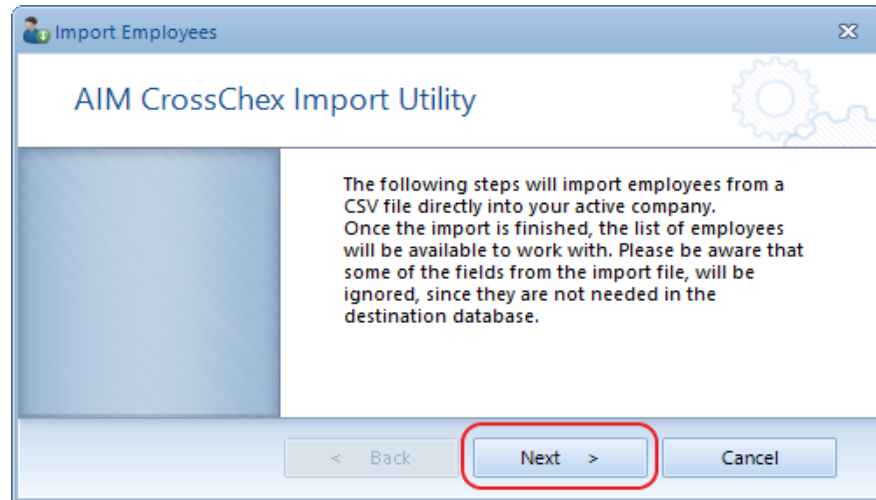
2. The Column Headings should match the following user fields within the employee profile section: First Name, Middle Name, Last Name, Address, Phone, Mobile, Email, ID in Device, Device Password, Company Number and ID Card Number. Not all of these fields are required, but they can be included in the import.



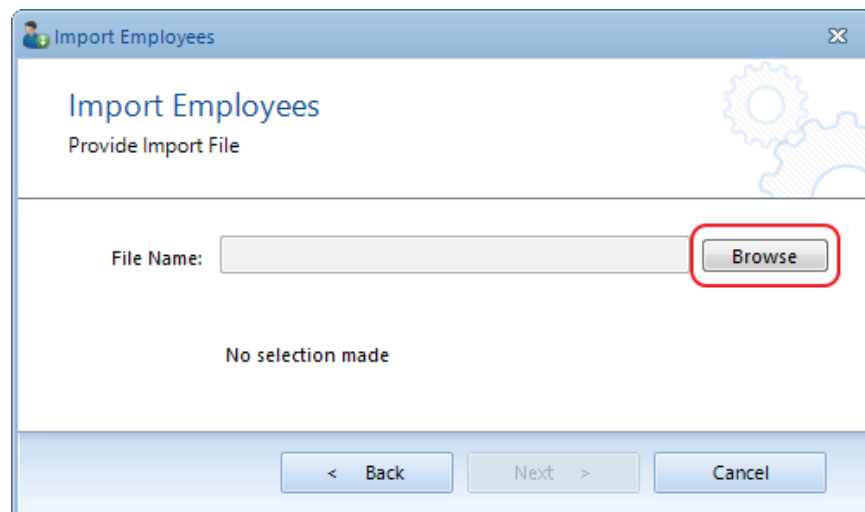
3. Once you have all of your employees information completed, Click File > Save As. The following window will appear:
4. Choose the location to save the file. It is recommended to save this file on your local hard drive.
5. Choose the filename by typing the name you wish to use in the File Name field. Choose the Save as Type of .CSV (Comma Delimited)
6. Click **"Save"**.
7. Once you have this .CSV file created, click on the **"Import Employees From CSV Files"** button under Employee Information.



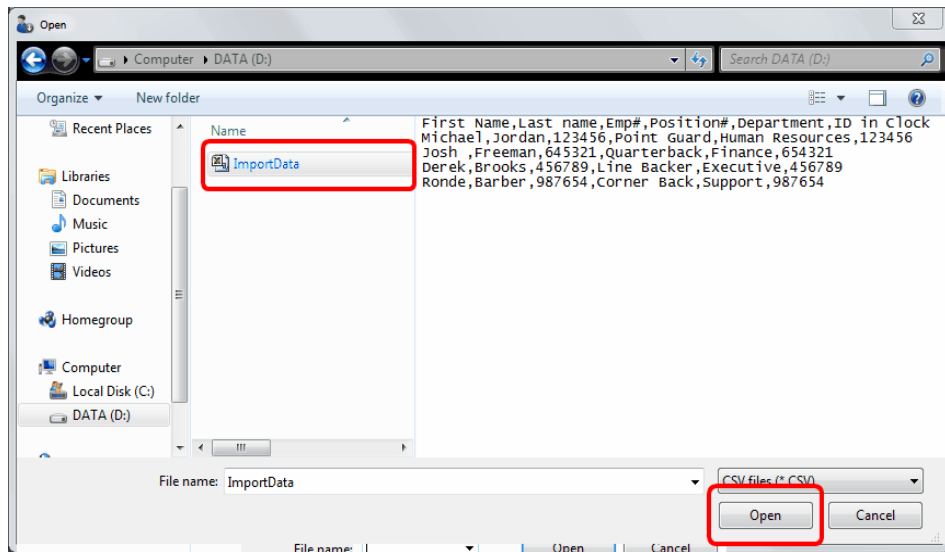
8. The following window will appear: Click "**Next**".



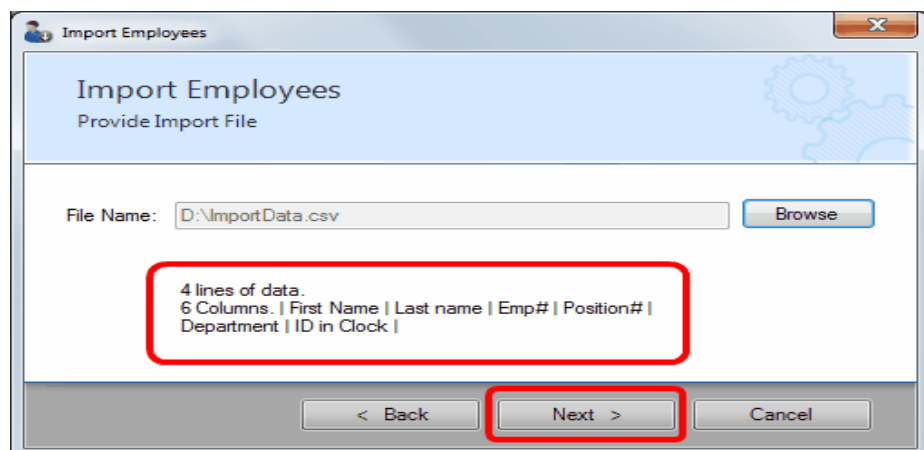
9. Choose the .CSV file that was previously created by clicking the "**Browse**" button.



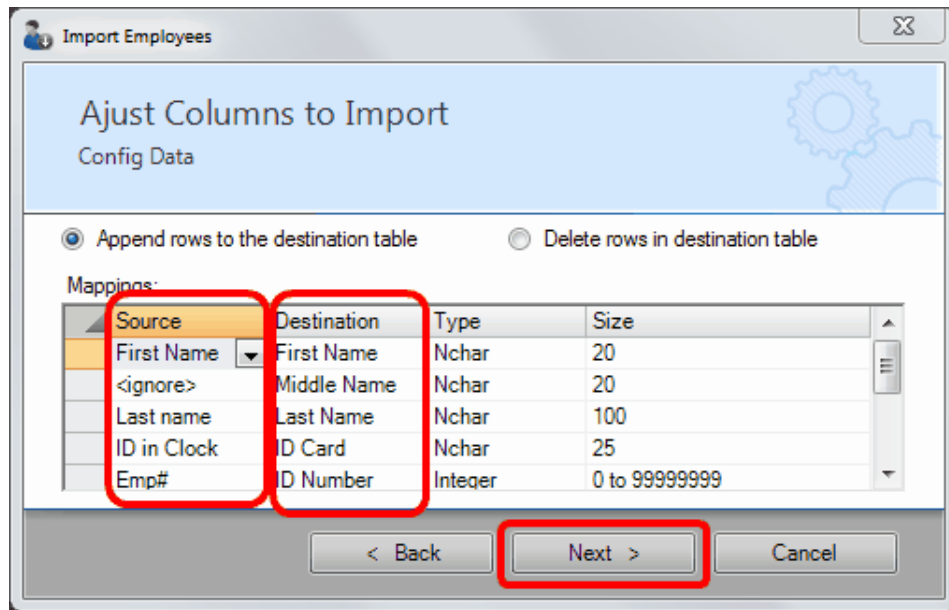
10. Select the Import File created above from the location in which it was previously saved, then click the "**Open**" button.



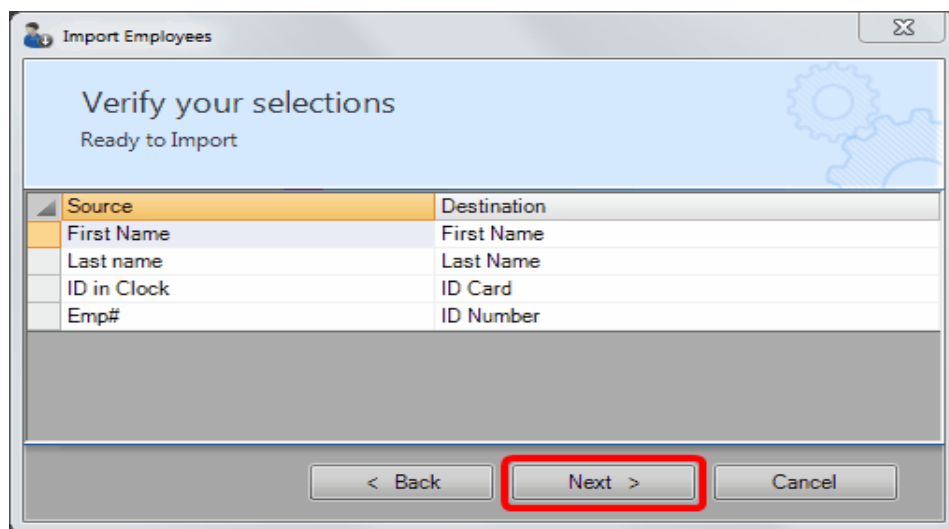
11. Verify the information of this .CSV file in the quick preview area. If all appears correct, click "**Next**"



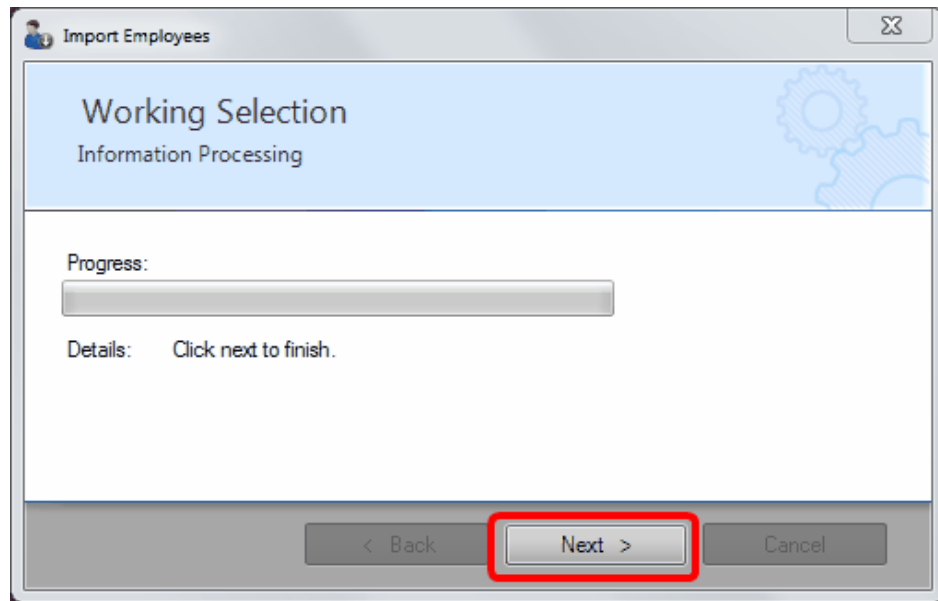
12. Select the "**Source**" file headings that will match with the appropriate "**Destination**" fields in the database by using the drop down menus. Then click "**Next**".



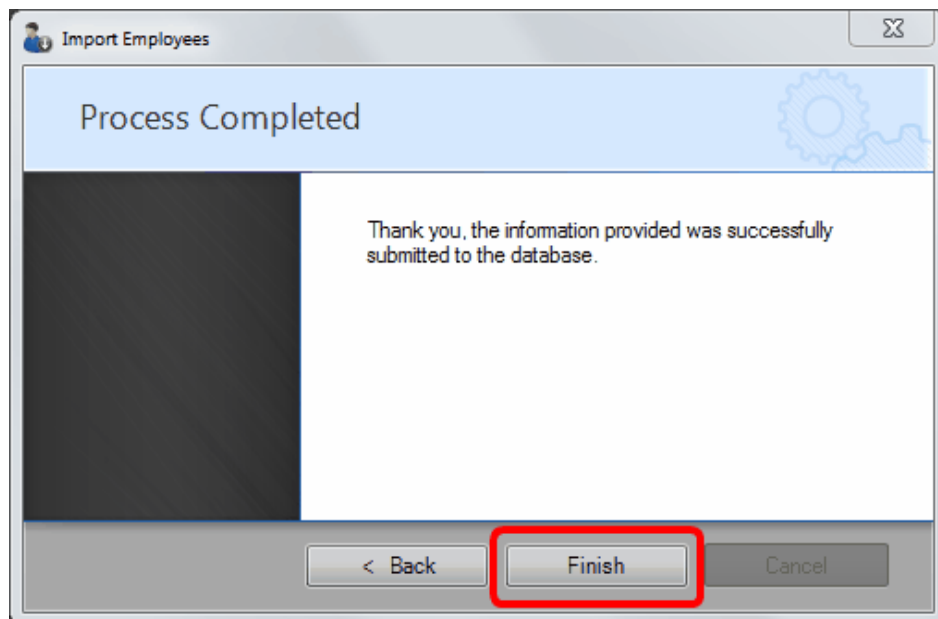
13. Verify your selections in the next window. This should only display the fields that you have chosen to map. If everything appears correct, click "**Next**".



14. The next window will start the import process. click "**Next**" to Finish



15. You should receive a message that the process completed successfully. Then click "**Finish**". You should now see the employees that were imported in the "**Employee List**".

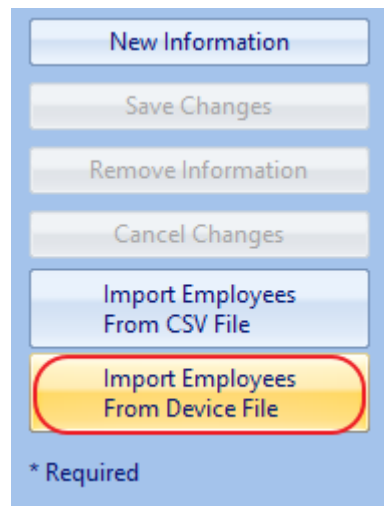


16. To complete the employee profile information, double-click an employee name from the list, and fill out all appropriate fields in the employee profile form.

Employee List: 4		
ID	Name	Last Name
123456	Jordan	Michael
645321	Freeman	Josh
456789	Brooks	Derek
987654	Barber	Ronde

### 3.3.3. Import Employees From Device File

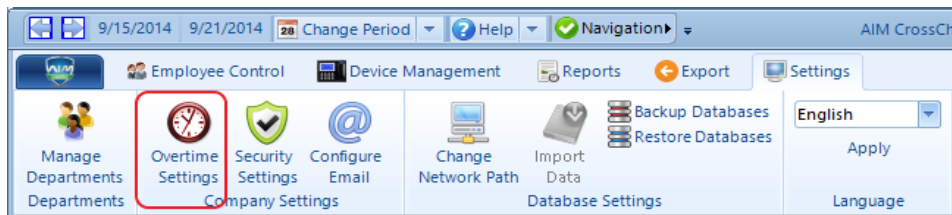
Export the employee information following the Device Operation Guide first and then Click on “**Import Employees From Device File**” tab.



Then choose the exported file in the open dialog, the employees on the device will be imported to CrossChex, You can see the imported employees in the Employee List.

## 3.4. Overtime Settings

Click on the "**Overtime Settings**" button on “**Settings**” tab.



The Overtime Settings Center window will appear:

**Overtime Settings Center**

Pre Set Name:

☐ Overtime    After: 08:00    Hrs a day    and/or after: 40    Hrs per week  
☐ Doubletime    After: 12:00    Hrs a day    and/or after: 48    Hrs per week

Do not allow an employee using this rule to work for more hours than: 08 : 00 Hours. Pay Overtime At: 1.50 Pay Doubletime At: 2.00

☐ Pay employee lunch time for up to: 60 minutes.    ☐ Pay recess to employee up to: 30 minutes.  
☐ If employee does not take lunch, automatically deduct a lunch time of: 0 minutes.    ☐ Deduct lunch entirely after this time: 04:00

Hourly Rate: .00

☐ Use Employee Hourly Rate.

Allow a Late Arrival Grace Period of 0 minutes.

Remove	Name	Overtime	Doubletime	Overtime After	Doubletime After	Work Top	Overtime At	Doubletime At	Hourly Rate	Lunch
<input type="checkbox"/>	Normal	NO	NO			8.00	1.50	2.00	\$0.00	No Pay Lunch.
<input type="checkbox"/>	Overtime	NO	NO			8.00	1.50	2.00	\$0.00	Pay Lunch up to 60 minutes.

Overtime Settings Center:

- **Pre Set Name** - Choose a name to reference this type of Regular, Overtime, Double-time, Special Project, etc.
- **Overtime status:**
  - After XX a day - Select this option to allow overtime, but only after a specified amount of hours per day.
  - And/Or after XX per week - Choose this option in addition to or instead of the previous option to allow overtime, but only after a specified number of hours per week.
- **Double-time status:**
  - After XX a day - Select this option to allow double-time, but only after a specified amount of hours per day.
  - And/Or after XX per week - Choose this option in addition to or instead of the previous option to allow double-time, but only after a specified number of hours per week.
- **Do not allow an employee using this rule to work more than XX** - This option will restrict employees using this payroll rule to a specified amount of over-time hours to eliminate overtime rule abuse.
- **Pay Overtime At XX** – Pay N times salary of overtime.
- **Pay Doubletime At XX** – Pay N times salary of doubletime.
- **Pay employee lunch time for up to XX minutes** – The time for lunch is not considered to be work time.

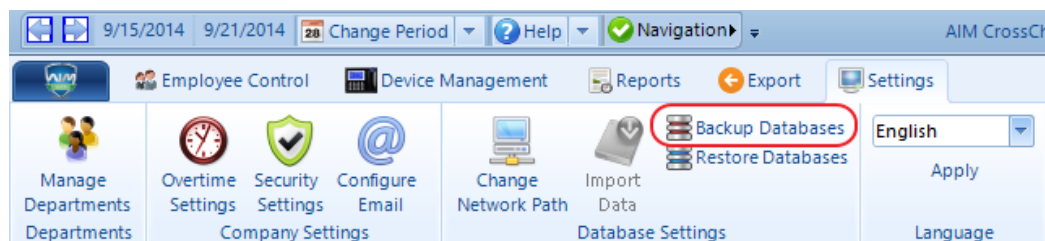
- **Pay recess to employee up to XX minutes** – The time for rest is not considered to be work time.
- **If Employee does not take lunch, automatically deduct a lunch time of XX minutes** - Configure the number of minutes to auto-deduct from the employee work day if they do not clock out for a lunch break.
- **Deduct Lunch entirely after this time** - Configure the numbers of minimum hours required for a shift before automatically deducting time rule is applied.
- **Hourly Rate#**- N times regular hourly pay.
- **Use Employee Hourly Rate**- Hourly paid employee.
- **Allow a Late Arrival Grace Period of #minutes**- A permitted grace period about XX minutes available for late to work time..

Payment Name	Pay Overtime	Pay Doubletime	Pay Overtime After	Pay Doubletime After	Work Top	Pay Overtime At	Pay Doubletime At	Hourly Rate
New Payment	True	False	/ 40 Hrs per week		8	1.50	2.00	\$0.00

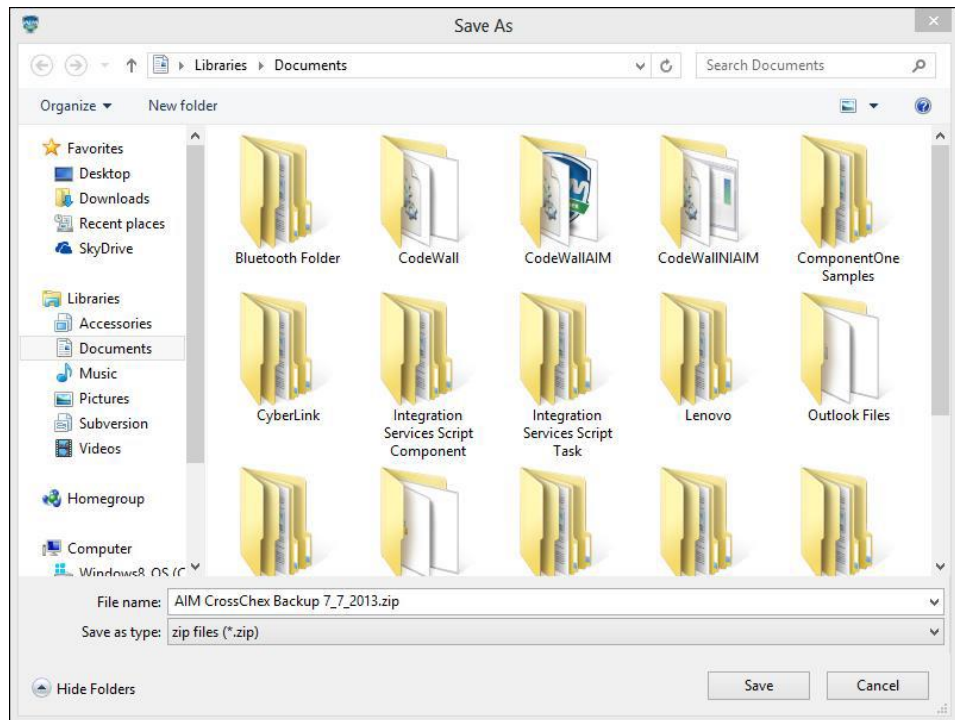
## 3.5. Database Settings

### 3.5.1. Backup Database

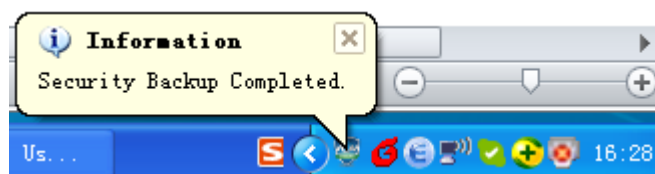
To backup the database, click the "**Backup Database**" option.



Browse to a location that you wish to save this backup. It is recommended to save this backup in a remote or offsite location.

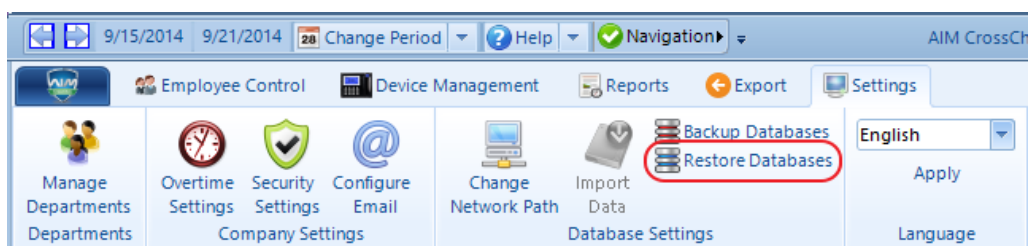


Then click "**Save**" button to save it. The following window will appear:

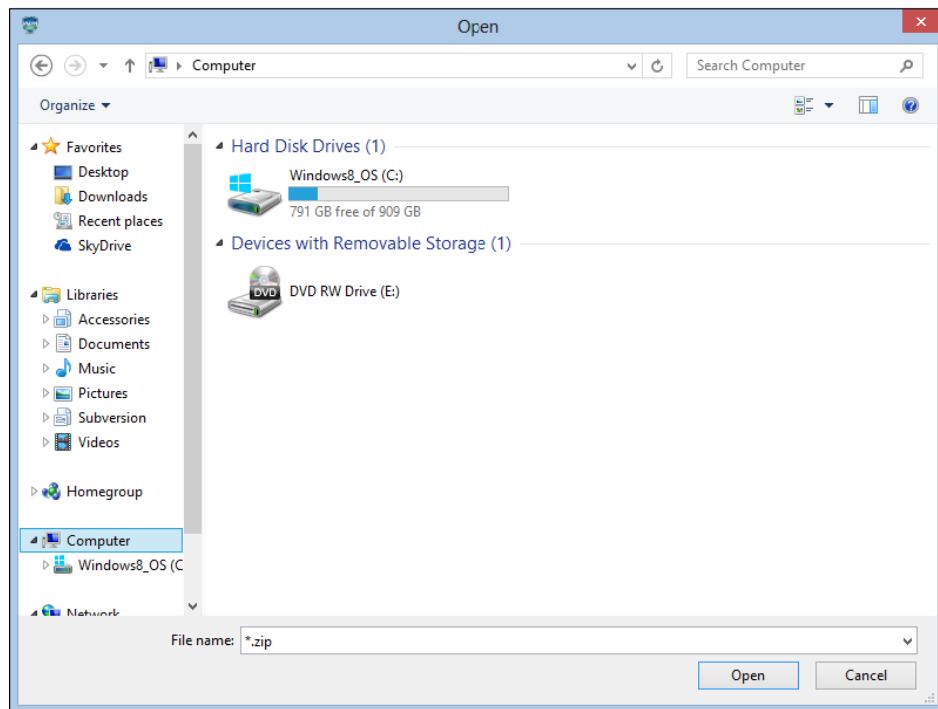


### 3.5.2. Restore Database

Click the "**Restore Database**" button.



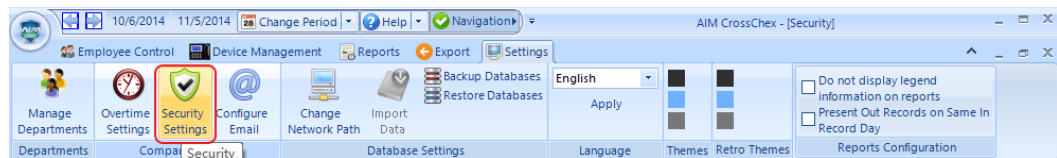
Browse to the location where the backup was saved and select the backup file you wish to restore, then click the "**Open**" button.



## 3.6. Security Settings

### 3.6.1. Add Administrator

1. Click “security settings” button.



2. The following window will appear:

The screenshot shows the AIM CrossChex User Manual interface. At the top, there is a 'Search Users' section with a text input and a 'Find User' button. To the right, there are fields for 'User Name' and 'User Password', and a 'View only records [Employee]' checkbox. Below these are buttons for 'New User', 'Save User', 'Select All', 'Deselect All', 'Remove User', and 'Cancel'. The main area is divided into tabs: 'Employee Control', 'Device Management', 'Report and Export', and 'Departments To Manage'. Under 'Employee Control', there are three sections: 'Manage Employee' (Add Employee, Edit Employee, Remove Employee), 'Employee Information' (Add Record, Edit Record, Remove Record, Approve Out of Shift, Round Off), and 'Create Or Manage Shifts' (Add Shift, Remove Shift, Print Schedule).

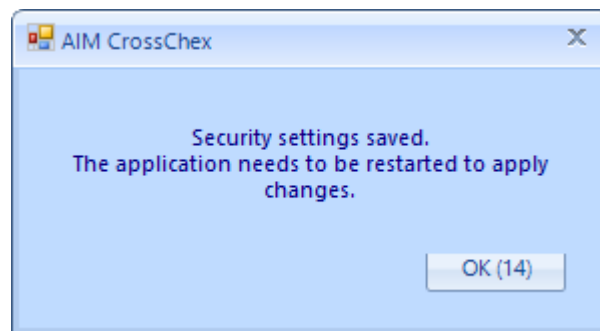
- Click "New User" to add a new user, and CrossChex grants full administrator privileges to the first user by default.

This screenshot is a close-up of the top right section of the interface. It shows the 'User Name' and 'User Password' fields, the 'View only records [Employee]' checkbox, and the 'New User', 'Save User', 'Select All', 'Deselect All', 'Remove User', and 'Cancel' buttons. The 'New User' button is highlighted with a red circle.

- Input "user name" and "user password", and assign authorities. Or click "Select All" to select all privileges.

This screenshot shows the 'New User' button highlighted with a red circle. Below it, the 'Select All' button is also highlighted with a red circle. The main area is divided into tabs: 'Employee Control', 'Device Management', 'Report and Export', and 'Departments To Manage'. Under 'Employee Control', there are three sections: 'Manage Employee' (Add Employee, Edit Employee, Remove Employee), 'Employee Information' (Add Record, Edit Record, Remove Record, Approve Out of Shift, Round Off), and 'Create Or Manage Shifts' (Add Shift, Remove Shift, Print Schedule). The 'Select All' button is highlighted with a red circle.

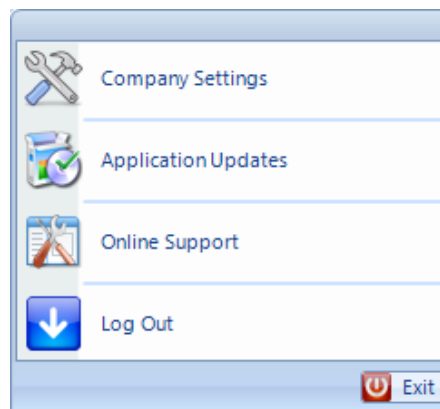
- [Employee Control]- You can assign employee control authorities such as employee management and shifts management directly to a user.
  - [Device Management] - You can assign device management authority directly to a user.
  - [Report and Export]- You can assign report and export management authority directly to a user.
  - [Departments To Manage]- You can grant this authority that can manage one or more departments to a user.
5. Click "Save User" to save the settings. The following message will be displayed after you add the user successfully.



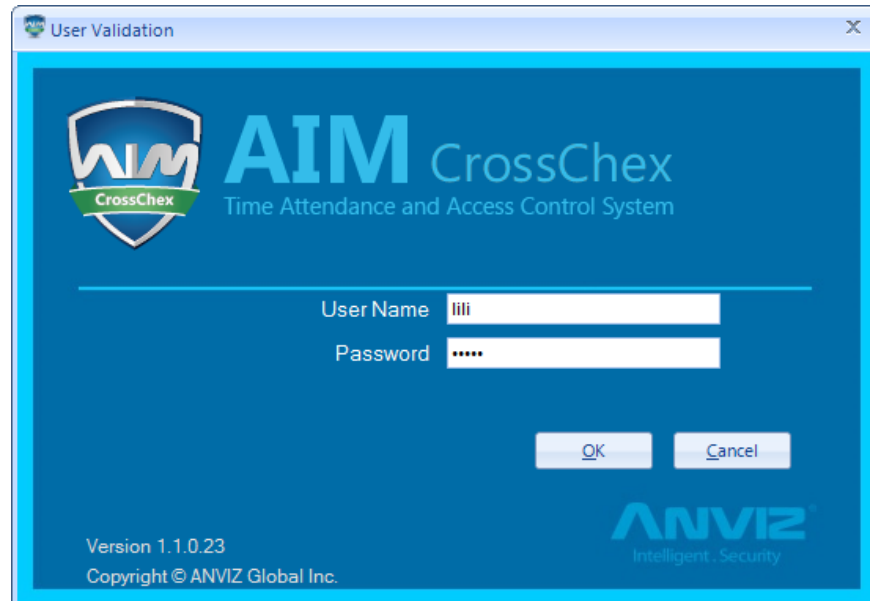
6. The new users will be listed on "Security User List".

Security User List	
User Name	User Level
lili	Administrator
lucy	User

7. Click "Log Out" or "Exit" to exit the software.



8. Reopen the CrossChex Advanced, and the following window will appear:



9. Input the “User Name” and “Password”, and click “OK” to log in CrossChex.

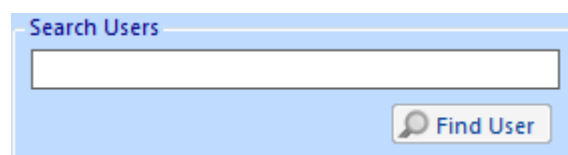
### 3.6.2. Add User

Click “New User”, and input “User Name” and “User Password”.

[View only records Employee]- The user can only get the right to view the records of one particular employee.

### 3.6.3. Search User

Input username in search box, and click “Find User”.



If the user exist, the user’s permission list will be displayed on right part.

Search Users:

User Name:  User Password:

☐ View only records [Employee]

User Name	User Level
lili	Administrator
lucy	User

Employee Control | Device Management | Report and Export | Departments To Manage

Manage Employee

- ☒ Add Employee
- ☒ Edit Employee
- ☒ Remove Employee

Employee Information

- ☒ Add Record
- ☒ Edit Record
- ☒ Remove Record
- ☒ Approve Out of Shift
- ☒ Round Off

Create Or Manage Shifts

- ☒ Add Shift
- ☒ Remove Shift
- ☒ Print Schedule

### 3.6.4. Modify User Information

Choose the user you want to change in “Security User List” to change the user name, password and authorities. Click “Save User” to save the changes.

### 3.6.5. Delete User

Choose the user you want to delete in “Security User List” and click “Remove User” to delete. Or click “Cancel” to cancel the operation.

## 3.7. Configure Email

You can send email containing the attendance records to employees from the email you configured in.

Click “Settings->Configure Email” to enter mail configuration page.

10/6/2014 11/5/2014 28 Change Period Help Navigation

AIM CrossChex - [Security]

Employee Control | Device Management | Reports | Export | Settings

Manage Departments | Overtime Settings | Security Settings | **Configure Email** | Change Network Path | Import Data | Backup Databases | Restore Databases

English | Apply | Do not display legend information on reports | Present Out Records on Same In Record Day

Departments | Company Settings | Database Settings | Language | Themes | Retro Themes | Reports Configuration

The default setting is “Use AIM CrossChex SMTP Server”, click “Save” to keep the configuration.

**Configure Report Email**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your E-Mail Address:

**Server Information**  
Outgoing mail Server (SMTP):   
Port:     
☐ SSL

**Logon Information**  
User Name:   
Password:

☒ Use AIM CrossChex SMTP Server.

Or deselect “Use AIM CrossChex SMTP Server”, then you can input right mail address, mail server, port, user name and password, and click “Save” to save configuration.

**Configure Report Email**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your E-Mail Address:

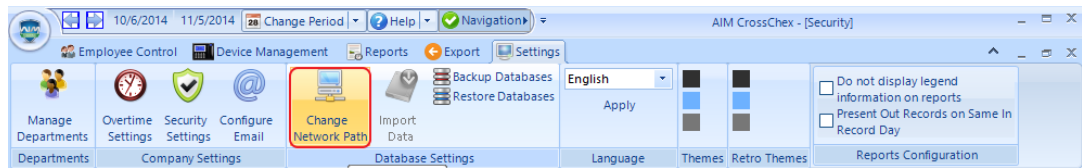
**Server Information**  
Outgoing mail Server (SMTP):   
Port:     
☐ SSL

**Logon Information**  
User Name:   
Password:

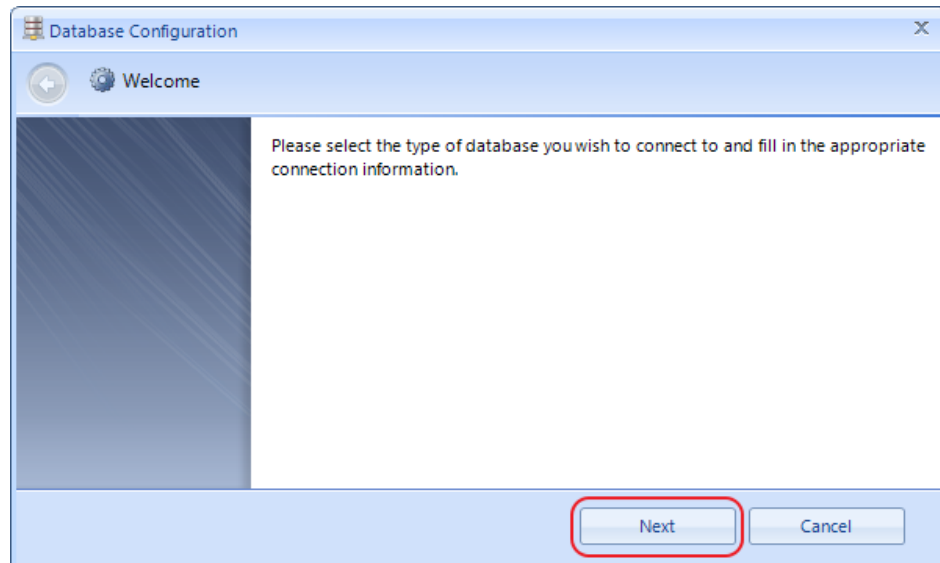
☐ Use AIM CrossChex SMTP Server.

### 3.8. Change Network Path

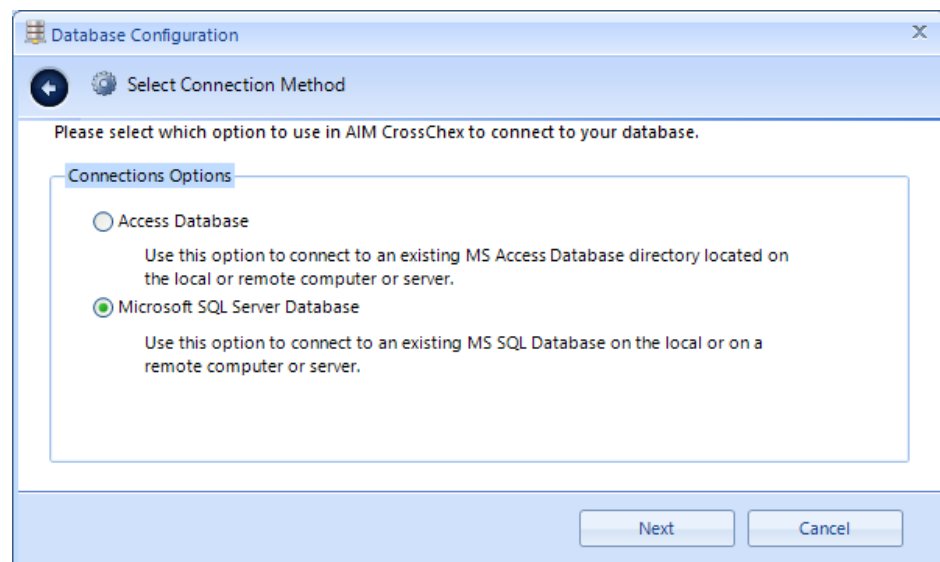
Click “Settings->Change Network Path” to change the path of database if you want to use Microsoft SQL Server Database.



Click “Next” to enter database configuration page.

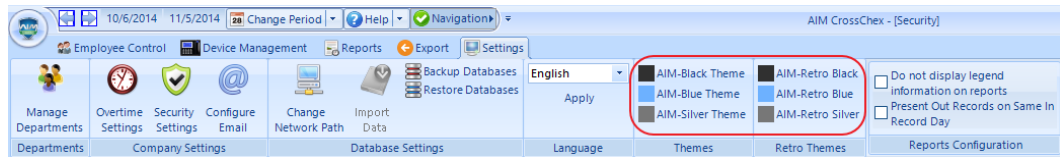


Please choose the connection type and follow the instructions to change the network path.



### 3.9. Change Themes

Select the theme you want in themes area.



## 3.10. Import Data

Click "Settings->Import Data" to enter "Import Data" page.

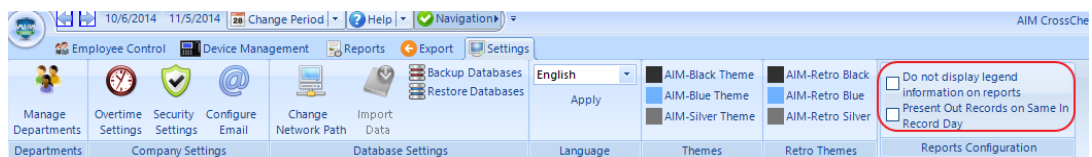
Click "Following" to next step.

Choose the path of existing database, and click "Following" to import data.

Note: The function only enabled when connected to an SQL Server and allow transfer MS Access Database info to SQL Server.

## 3.11. Report Configuration

Choose "Report Configuration" to set the Report items.

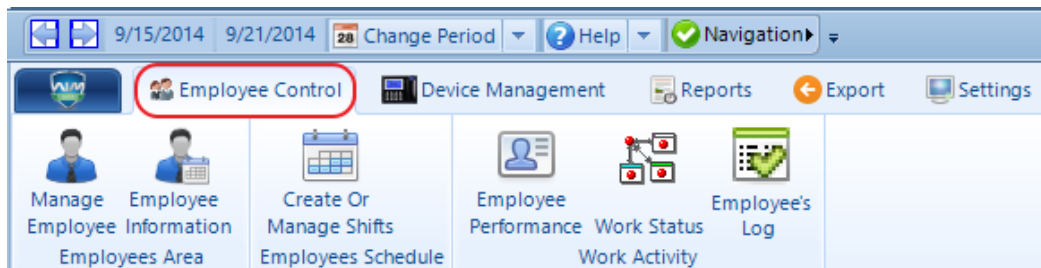


# 4. Attendance Schedule

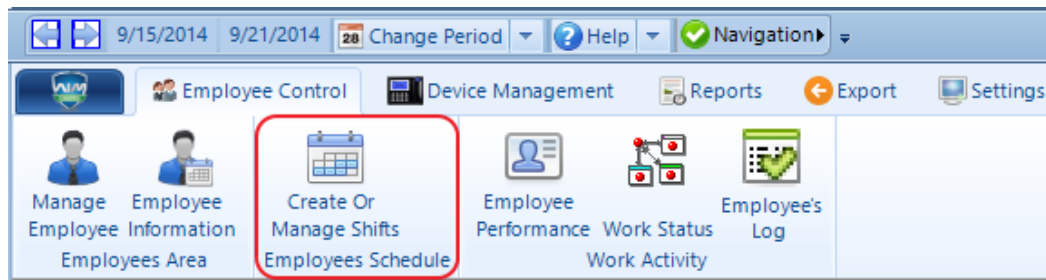
## 4.1. Create or Manage Shifts

The AIM-CrossChex application requires Employee Shifts, by default, to calculate when an employee is on-time or tardy for work. On-Duty hours worked during the employees scheduled shift will show up in the Regular worked hours field. On-Duty worked hours which is outside of the Employees scheduled shift will show up as Out-of-Shift work hours, and would not be calculated as worked hours for payroll processing. Out-of-shift time can be approved in two clicks. Shifts can be created for individual employees, or they can be assigned to an entire department or organization at once. IE: Mon-Fri; 8am-5pm can be assigned to the entire company at once.

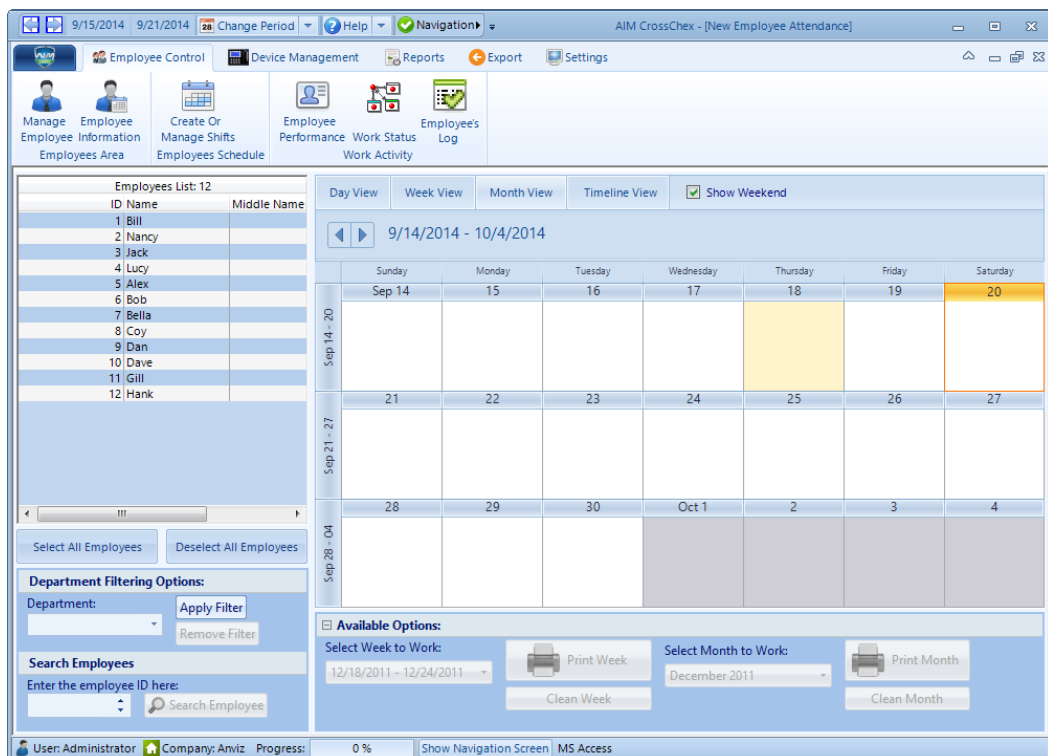
Creating and Managing new employee shifts and schedules can be accomplished by clicking on the "**Employee Control**" tab.



Next, click on the "**Create or Manage Shifts**" button.



The following window will appear:



To preview an employee's shift or schedule on the calendar, click on an employee from the "**Employee List**" to highlight them.

Day View
Week View
Month View
Timeline View
☒ Show Weekend

◀

▶

9/21/2014 - 10/11/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 21 - 27	Sep 21	22	23	24	25	26	27
Sep 28 - 04	28	29	30	Oct 1	2	3	4
				8:00 AM - 5:00 P	8:00 AM - 5:00 P	8:00 AM - 5:00 P	
Oct 05 - 11	5	6	7	8	9	10	11
		8:00 AM - 5:00 P	8:00 AM - 5:00 P	8:00 AM - 5:00 P			

☐ Available Options:

Select Week to Work:

9/21/2014 - 9/27/2014

Print Week

Clean Week

Select Month to Work:

September 2014

Print Month

Clean Month

- **Day View** -This option will display only one day on the calendar above.

- **Week View** - This option will display a five day work week on the calendar above.
- **Month View** - This option will display a month on the calendar above.
- **Timeline View** - This will display the schedule in a timeline view.
- **Show Weekend** - Selecting this option displays weekend days on the calendar above.

#### Other Available Options

- **Select Week to Work** - Select the week in which you wish to print or clear.
- **Print Week** - This option will print the employees schedule for the Selected Week to Work.
- **Clean Week** - This option will clear the employees schedule for the Selected Week to Work.

Employee	Start	End	Shift
Employee: 1	8:00 AM	5:00 PM	8:00 AM-5:00 PM

- **Select Month to Work** - Select the Month in which you wish to print or clear.
- **Print Selected Month** - This option will print the employee schedule for the entire month for the Selected Month to Work.

- **Clean Selected Month** - This option will clear the employee schedule for the entire month for the Selected Month to Work.

#### 4.1.1. Create the Shift

To create or modify a shift or schedule for an employee, select an employee from the Employee List and double-click the appropriate date on the calendar shown above. You may also right-click the day you wish to start to schedule and choose "New Appointment" from the menu that appears.

Or just leave your mouse over the calendar, there will be a tip show as follows:

The following window will appear:

#### 4.1.1.1. Set the Type

To set shift type:

- **Start Date** - Start Date and Time for the new shift.
- **End Date** - End Date and Time for the new shift.(Choose whether to include a lunch time period or not by selecting the Check box to the left.)
- **Amount of time to apply** - Enter the number of hours to apply regardless of time setting above.
- **Pre Set** - Select the type of overtime to apply. New overtime types can be created through the Overtime Settings button under the Settings tab.

- **Exceptions** - Choose whether time worked will be applied as Regular, Overtime, Double-time, or Pay worked time at XX.
- **Pay worked time at XX-** Input the hours will be applied as worked time.
- **Use Pre Set:** Select this option to use the type of pre set.
- **Reset** - Click this button to reset all the options selected on this form.

#### 4.1.1.2. Set the Recurrence

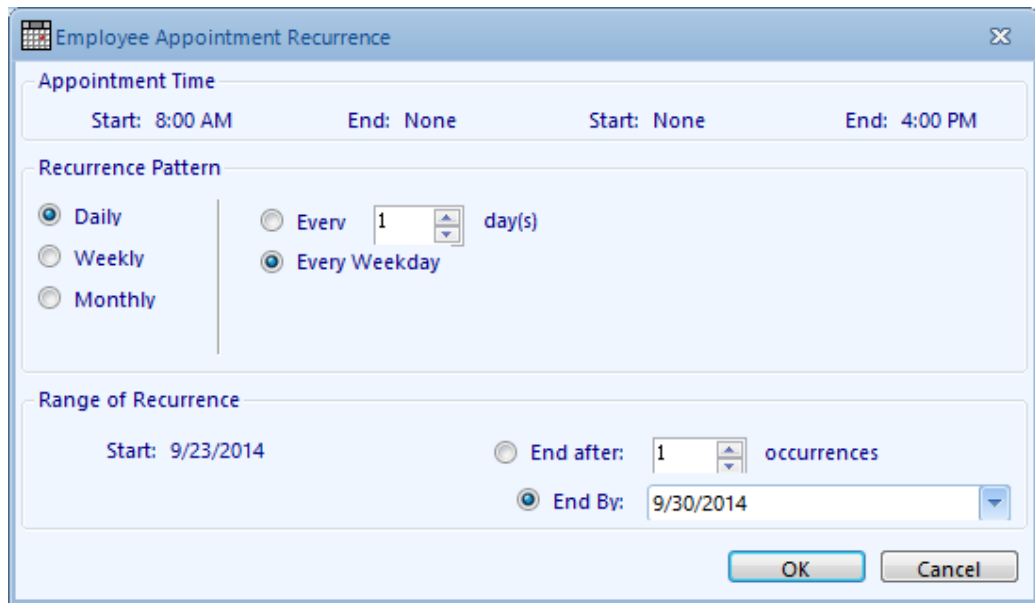
If this shift will be a recurring shift, click on the "**Recurrence**" button at the bottom.

The screenshot shows the AIM CrossChex - [Appointments] window. The 'Type' section contains the following fields and options:

- Start Date: 9/23/2014
- End Date: 9/23/2014
- Start Time: 8:00 AM
- End Time: 12:00 PM
- Amount of time to apply: (dropdown)
- Pre Set: (dropdown)
- Exceptions: ☐ Regular ☐ Overtime ☐ Doubletime
- Pay worked time at: (dropdown) ☐ Use Pre Set
- Reset button

The 'Recurrence' section has a 'None' button. The 'Notes' section is a large text area. At the bottom, there are buttons for 'Save and Close', 'Delete', 'Recurrence' (highlighted with a red box), and 'Cancel'.

The following window will appear:



The dialog box is titled "Employee Appointment Recurrence" and contains three main sections:

- Appointment Time:** Displays the start and end times for the appointment. The start time is "8:00 AM" and the end time is "4:00 PM".
- Recurrence Pattern:** Contains radio buttons for "Daily", "Weekly", and "Monthly". The "Daily" option is selected. To the right, there are radio buttons for "Every 1 day(s)" and "Every Weekday". The "Every Weekday" option is selected.
- Range of Recurrence:** Displays the start date as "9/23/2014". There are two options for ending the recurrence: "End after: 1 occurrences" (unselected) and "End By: 9/30/2014" (selected).

At the bottom right, there are "OK" and "Cancel" buttons.

**Appointment Time** - Shows a preview of the new shift for which you are setting the recurrence for.

**Type**

Start Date: 9/23/2014 8:00 AM 12:00 PM  
 End Date: 9/23/2014 1:00 PM 4:00 PM  
☐ Amount of time to apply: 0  
 Pre Set: Normal  
 Exceptions: ☒ Regular ☐ Overtime ☐ Doubletime  
☐ Pay worked time at: Use Pre Set  
 Reset

**Recurrence**

None

**Notes**

Employee Appointment Recurrence

Appointment Time  
 Start: 8:00 AM End: None Start: None End: 4:00 PM

**Recurrence Pattern**

☒ Daily ☐ Every 1 day(s)  
☐ Weekly ☒ Every Weekday  
☐ Monthly

**Range of Recurrence**

Start: 9/23/2014 ☐ End after: 1 occurrences  
☒ End By: 9/30/2014  
 OK Cancel

**Reoccurrence Pattern** - Select the pattern in which this shift will recur as Daily, Weekly, Monthly.

**Recurrence Pattern**

☒ Daily ☐ Every 1 day(s)  
☐ Weekly ☒ Every Weekday  
☐ Monthly

**Range of Recurrence** - Select the date range in which this recurring shift will span.

**Range of Recurrence**

Start: 9/23/2014

☐ End after: 1 occurrences

☒ End By: 9/30/2014

Click "OK" once all recurrence settings are configured to return to the Shift creation Appointments window.

**Employee Appointment Recurrence**

**Appointment Time**

Start: 8:00 AM End: None Start: None End: 4:00 PM

**Recurrence Pattern**

☒ Daily ☐ Weekly ☐ Monthly

☐ Every 1 day(s) ☒ Every Weekday

**Range of Recurrence**

Start: 9/23/2014

☐ End after: 1 occurrences

☒ End By: 9/30/2014

**OK** **Cancel**

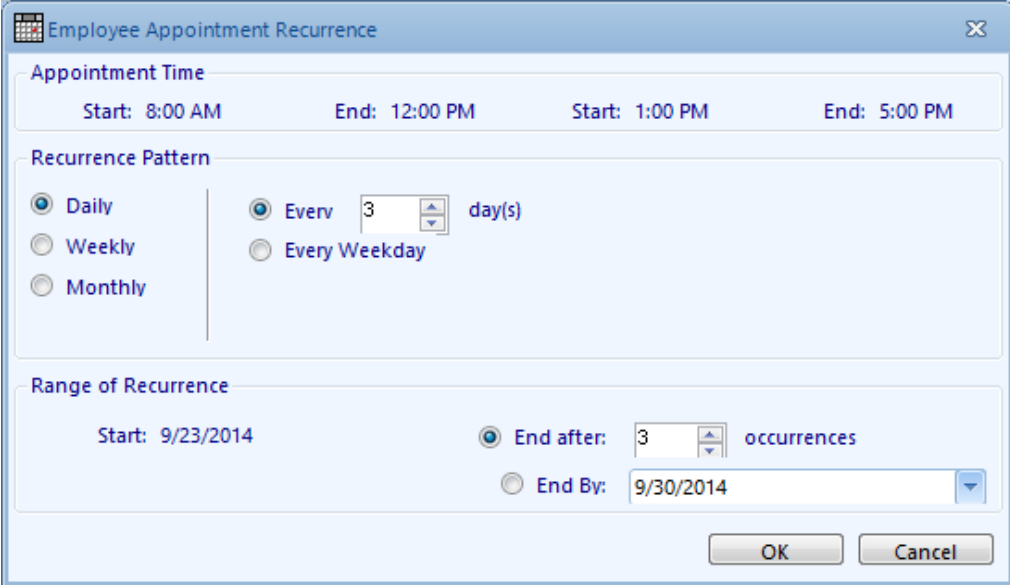
Click Save and Close at the bottom of the Appointments window to save this new shift and return to the Employee Attendance window.

Verify that your new shift has been created properly by double clicking on the appropriate employee from the Employee List. The new shift should display on the calendar in the date range in which it was created.

#### 4.1.1.3. Examples of Recurrence Setting

##### 1 Daily Recurrence Pattern:

- 1) Work one day every three days, End after 3 Occurrences:



**Employee Appointment Recurrence**

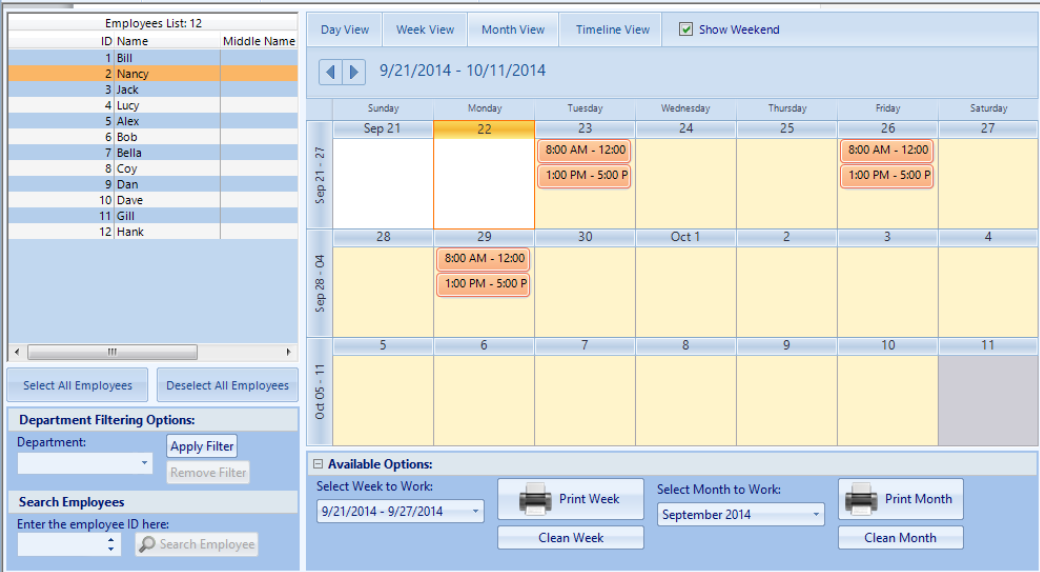
**Appointment Time**  
 Start: 8:00 AM      End: 12:00 PM      Start: 1:00 PM      End: 5:00 PM

**Recurrence Pattern**  
☒ Daily      ☒ Every 3 day(s)  
☐ Weekly      ☐ Every Weekday  
☐ Monthly

**Range of Recurrence**  
 Start: 9/23/2014      ☒ End after: 3 occurrences  
☐ End By: 9/30/2014

OK Cancel

Click “OK” Tab, and then click “**Save and Close**” Tab, the following window will appear:



Employees List: 12  
 ID Name Middle Name  
 1 Bill  
 2 Nancy  
 3 Jack  
 4 Lucy  
 5 Alex  
 6 Bob  
 7 Bella  
 8 Coy  
 9 Dan  
 10 Dave  
 11 Gill  
 12 Hank

Select All Employees      Deselect All Employees

**Department Filtering Options:**  
 Department:       Apply Filter      Remove Filter

**Search Employees**  
 Enter the employee ID here:       Search Employee

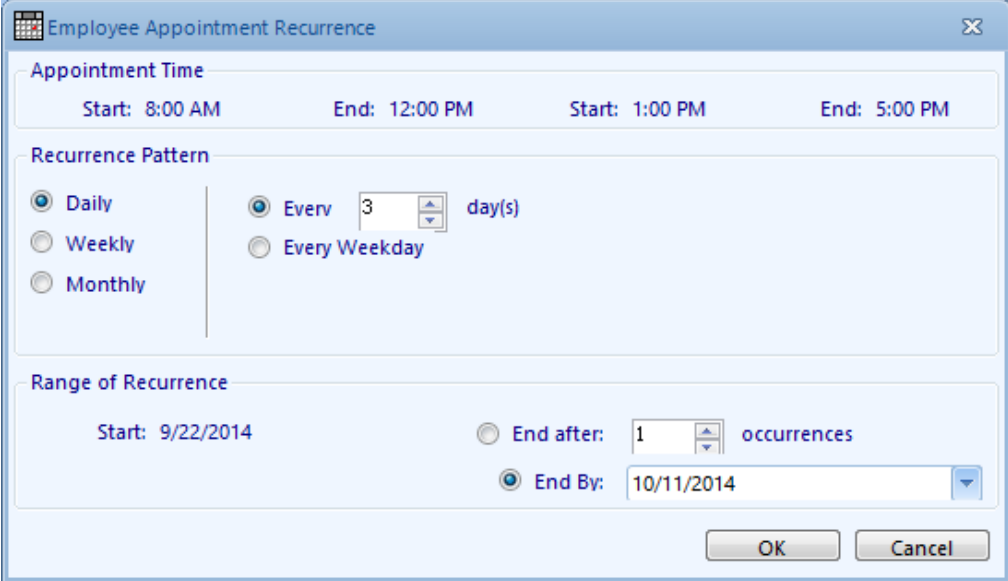
Day View    Week View    Month View    Timeline View    ☒ Show Weekend

9/21/2014 - 10/11/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 21 - 27	Sep 21	22	23 8:00 AM - 12:00 1:00 PM - 5:00 P	24	25	26 8:00 AM - 12:00 1:00 PM - 5:00 P	27
Sep 28 - 04	28	29 8:00 AM - 12:00 1:00 PM - 5:00 P	30	Oct 1	2	3	4
Oct 05 - 11	5	6	7	8	9	10	11

**Available Options:**  
 Select Week to Work: 9/21/2014 - 9/27/2014      Print Week      Select Month to Work: September 2014      Print Month  
 Clean Week      Clean Month

2) Work one day every three days, End at the 2013.8.31:



**Employee Appointment Recurrence**

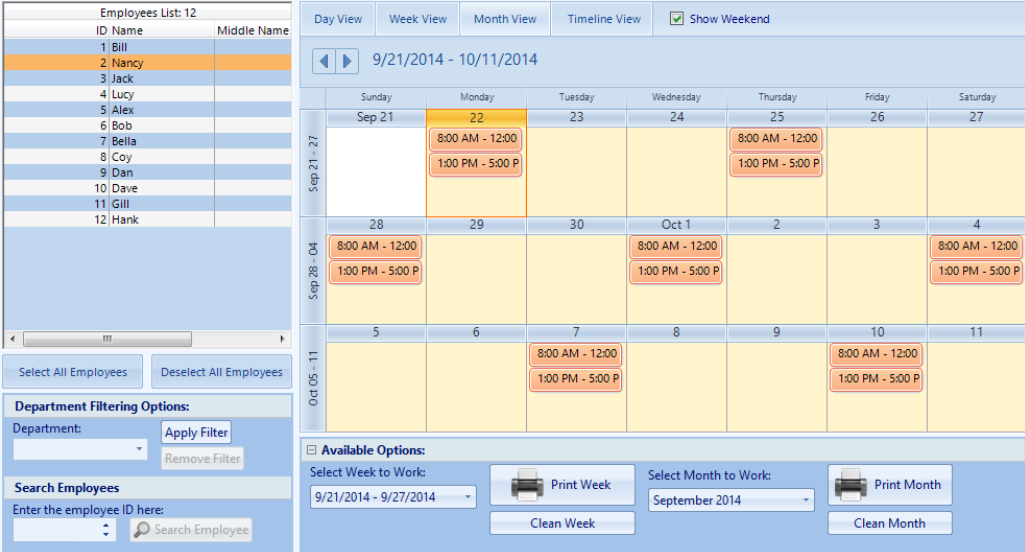
**Appointment Time**  
 Start: 8:00 AM      End: 12:00 PM      Start: 1:00 PM      End: 5:00 PM

**Recurrence Pattern**  
☒ Daily      ☒ Every 3 day(s)  
☐ Weekly      ☐ Every Weekday  
☐ Monthly

**Range of Recurrence**  
 Start: 9/22/2014      ☐ End after: 1 occurrences  
☒ End By: 10/11/2014

OK Cancel

Click “OK” Tab, and then click “**Save and Close**” Tab, the following window will appear:



Employees List: 12  
 ID Name Middle Name  
 1 Bill  
 2 Nancy  
 3 Jack  
 4 Lucy  
 5 Alex  
 6 Bob  
 7 Bella  
 8 Coy  
 9 Dan  
 10 Dave  
 11 Gill  
 12 Hank

Select All Employees    Deselect All Employees

**Department Filtering Options:**  
 Department:     Apply Filter    Remove Filter

**Search Employees**  
 Enter the employee ID here:     Search Employee

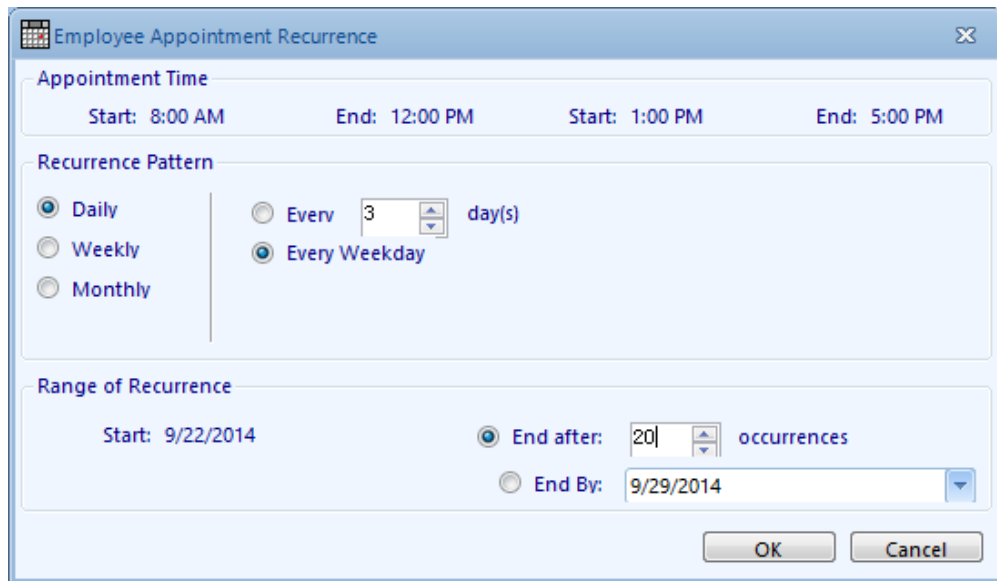
Day View    Week View    Month View    Timeline View    ☒ Show Weekend

9/21/2014 - 10/11/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 21 - 27	Sep 21	22 8:00 AM - 12:00 1:00 PM - 5:00 P	23	24	25 8:00 AM - 12:00 1:00 PM - 5:00 P	26	27
Sep 28 - Oct 4	28 8:00 AM - 12:00 1:00 PM - 5:00 P	29	30	Oct 1 8:00 AM - 12:00 1:00 PM - 5:00 P	2	3	4 8:00 AM - 12:00 1:00 PM - 5:00 P
Oct 05 - 11	5	6	7 8:00 AM - 12:00 1:00 PM - 5:00 P	8	9	10 8:00 AM - 12:00 1:00 PM - 5:00 P	11

**Available Options:**  
 Select Week to Work: 9/21/2014 - 9/27/2014    Print Week    Clean Week  
 Select Month to Work: September 2014    Print Month    Clean Month

3) Work on every weekday, end after 20 occurrences:



**Employee Appointment Recurrence**

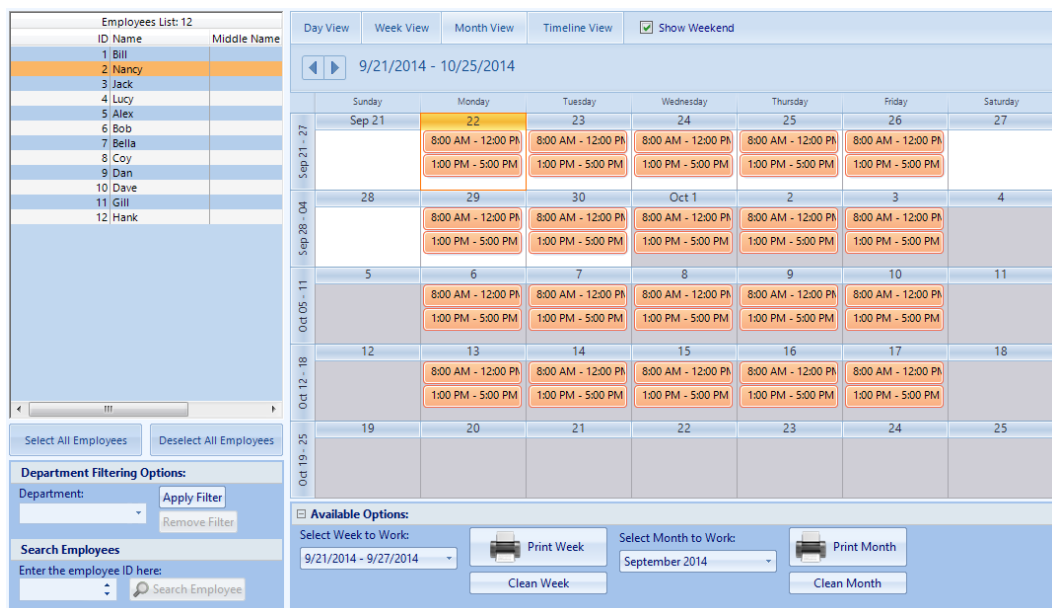
**Appointment Time**  
 Start: 8:00 AM      End: 12:00 PM      Start: 1:00 PM      End: 5:00 PM

**Recurrence Pattern**  
☒ Daily  
☐ Weekly  
☐ Monthly  
☐ Every 3 day(s)  
☒ Every Weekday

**Range of Recurrence**  
 Start: 9/22/2014  
☒ End after: 20 occurrences  
☐ End By: 9/29/2014

OK Cancel

Click “OK” Tab, and then click “**Save and Close**” Tab, the following window will appear:



Employees List: 12  
 ID Name Middle Name  
 1 Bill  
 2 Nancy  
 3 Jack  
 4 Lucy  
 5 Alex  
 6 Bob  
 7 Bella  
 8 Coy  
 9 Dan  
 10 Dave  
 11 Gill  
 12 Hank

Select All Employees    Deselect All Employees

**Department Filtering Options:**  
 Department:     Apply Filter    Remove Filter

**Search Employees**  
 Enter the employee ID here:     Search Employee

Day View    Week View    Month View    Timeline View    ☒ Show Weekend

9/21/2014 - 10/25/2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 21	22 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	23 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	24 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	25 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	26 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	27
28	29 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	30 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	Oct 1 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	2 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	3 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	4
5	6 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	7 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	8 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	9 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	10 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	11
12	13 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	14 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	15 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	16 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	17 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	18
19	20	21	22	23	24	25

**Available Options:**  
 Select Week to Work: 9/21/2014 - 9/27/2014    Print Week    Clean Week  
 Select Month to Work: September 2014    Print Month    Clean Month

- 1 **Weekly Recurrence Pattern:** Weekly in Recur week (s) indicates that the cycle cycles once every few weeks.
  - 1) Select the day from Monday to Sunday in 1 week recur, as shown below:

**Employee Appointment Recurrence**

**Appointment Time**  
 Start: 8:00 AM End: 12:00 PM Start: 1:00 PM End: 5:00 PM

**Recurrence Pattern**  
☐ Daily  
☒ Weekly  
☐ Monthly

Recur Every 1 Week/s on:  
☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday  
☒ Thursday ☒ Friday ☒ Saturday

**Range of Recurrence**  
 Start: 10/15/2014  
☐ End after: 20 occurrences  
☒ End By: 10/22/2014

OK Cancel

Click “OK” Tab, and then click “**Save and Close**” Tab, the following window will appear:

Employees List: 12  
 ID Name Middle Name  
 1 Bill  
 2 Nancy  
 3 Jack  
 4 Lucy  
 5 Alex  
 6 Bob  
 7 Bella  
 8 Coy  
 9 Dan  
 10 Dave  
 11 Gill  
 12 Hank

Select All Employees Deselect All Employees

**Department Filtering Options:**  
 Department: Apply Filter Remove Filter

**Search Employees**  
 Enter the employee ID here: Search Employee

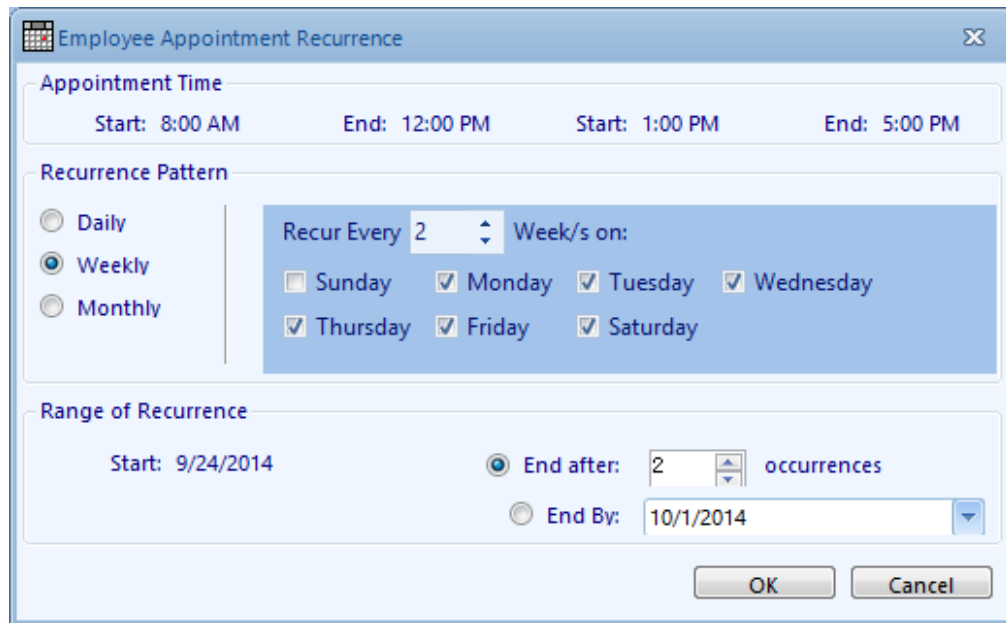
Day View Week View Month View Timeline View ☒ Show Weekend

9/21/2014 - 10/25/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 21 - 27	Sep 21	22 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	23 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	24 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	25 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	26 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	27 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Sep 28 - 04	28	29 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	30 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	Oct 1 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	2 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	3 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	4 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Sep 05 - 11	5	6 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	7 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	8 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	9 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	10 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	11 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Oct 12 - 18	12	13 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	14 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	15 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	16 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	17 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	18 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Oct 19 - 25	19	20 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	21 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	22 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	23	24	25

**Available Options:**  
 Select Week to Work: 9/21/2014 - 9/27/2014 Print Week Clean Week  
 Select Month to Work: September 2014 Print Month Clean Month

2) If user ask for Recur for every 2 week:



**Employee Appointment Recurrence**

**Appointment Time**  
 Start: 8:00 AM      End: 12:00 PM      Start: 1:00 PM      End: 5:00 PM

**Recurrence Pattern**

☐ Daily  
☒ **Weekly**  
☐ Monthly

Recur Every **2** Week/s on:

☐ Sunday    ☒ Monday    ☒ Tuesday    ☒ Wednesday  
☒ Thursday    ☒ Friday    ☒ Saturday

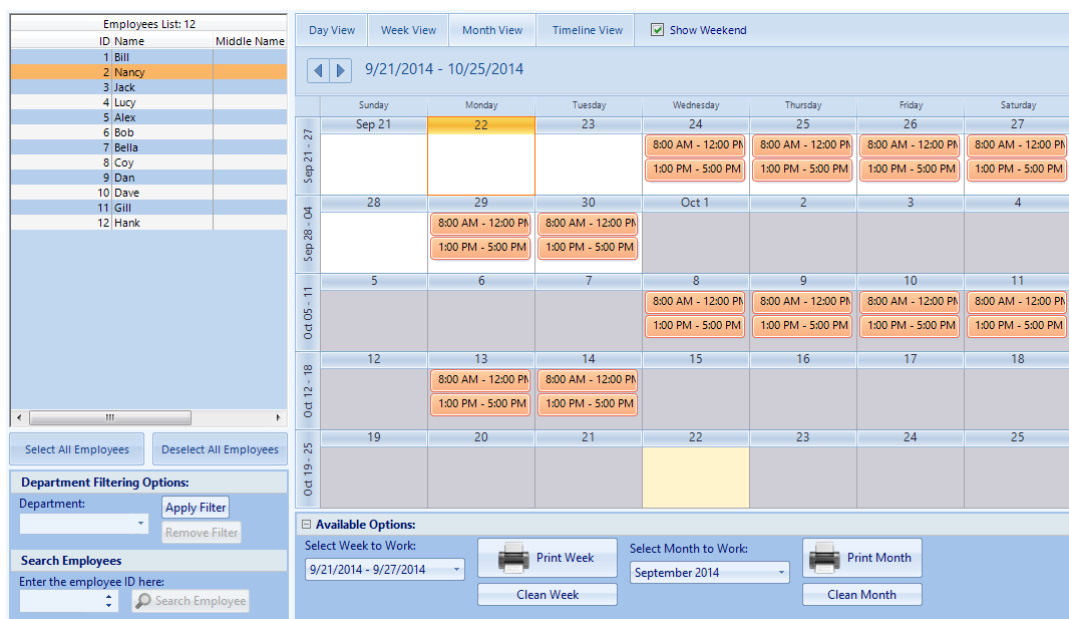
**Range of Recurrence**

Start: 9/24/2014

☒ End after: **2** occurrences  
☐ End By: 10/1/2014

OK Cancel

Click “OK” Tab, and then click “**Save and Close**” Tab, the following window will appear:



Employees List: 12

ID	Name	Middle Name
1	Bill	
2	Nancy	
3	Jack	
4	Lucy	
5	Alex	
6	Bob	
7	Bella	
8	Coy	
9	Dan	
10	Dave	
11	Gill	
12	Hank	

Select All Employees    Deselect All Employees

**Department Filtering Options:**  
 Department:     Apply Filter    Remove Filter

**Search Employees**  
 Enter the employee ID here:     Search Employee

Day View    Week View    Month View    Timeline View    ☒ Show Weekend

9/21/2014 - 10/25/2014

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 21 - 27	Sep 21	22	23	24 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	25 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	26 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	27 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Sep 28 - Oct 4	28	29 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	30 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	Oct 1	2	3	4
Oct 05 - 11	5	6	7	8 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	9 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	10 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	11 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM
Oct 12 - 18	12	13 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	14 8:00 AM - 12:00 PM 1:00 PM - 5:00 PM	15	16	17	18
Oct 19 - 25	19	20	21	22	23	24	25

**Available Options:**

Select Week to Work: 9/21/2014 - 9/27/2014    Print Week    Clean Week

Select Month to Work: September 2014    Print Month    Clean Month

You also can change the Range of recurrence end after several “Occurrences”.

The dialog box is titled "Employee Appointment Recurrence". It has three main sections: "Appointment Time", "Recurrence Pattern", and "Range of Recurrence".

- Appointment Time:** Contains two time ranges: "Start: 8:00 AM End: 12:00 PM" and "Start: 1:00 PM End: 5:00 PM".
- Recurrence Pattern:**
  - On the left, there are three radio buttons: "Daily", "Weekly" (which is selected), and "Monthly".
  - On the right, under "Recur Every", the value "2" is entered in a spinner box. Next to it is the text "Week/s on:". Below this, there are seven checkboxes for the days of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), and Saturday (checked).
- Range of Recurrence:**
  - On the left, "Start: 10/1/2014" is displayed.
  - On the right, there are two options: "End after: 2 occurrences" (with a radio button) and "End By: 10/8/2014" (with a radio button and a date field). The "End By" option is selected and circled in red.

At the bottom right, there are "OK" and "Cancel" buttons.

- 2 **Monthly Recurrence Pattern:** Divided into 2 types: Day of every month (s) and The day of the week in every month (s):
  - 1) The 6th day of every one month:

The dialog box is titled "Employee Appointment Recurrence". It has three main sections: "Appointment Time", "Recurrence Pattern", and "Range of Recurrence".

- Appointment Time:** Contains two time ranges: "Start: 8:00 AM End: 12:00 PM" and "Start: 1:00 PM End: 5:00 PM".
- Recurrence Pattern:**
  - On the left, there are three radio buttons: "Daily", "Weekly", and "Monthly" (which is selected).
  - On the right, there are two options:
    - "Day 6 of every 1 month(s)" (with a radio button selected).
    - "The first Wednesday of every 1 month(s)" (with a radio button).
- Range of Recurrence:**
  - On the left, "Start: 10/1/2014" is displayed.
  - On the right, there are two options: "End after: 2 occurrences" (with a radio button) and "End By: 10/8/2014" (with a radio button and a date field). The "End after" option is selected.

At the bottom right, there are "OK" and "Cancel" buttons.

Click "OK" Tab, and then click "Save and Close" Tab, the following window will appear:

The screenshot displays the AIM CrossChex interface. On the left, there is an 'Employees List' with 12 entries, including Bill, Nancy, Jack, Lucy, Alex, Bob, Bella, Coy, Dan, Dave, Gill, and Hank. Below the list are buttons for 'Select All Employees' and 'Deselect All Employees'. A 'Department Filtering Options' section includes a 'Department' dropdown, 'Apply Filter', and 'Remove Filter' buttons. A 'Search Employees' section has a text input for 'Enter the employee ID here' and a 'Search Employee' button. The main area is a calendar view for the period 10/5/2014 - 11/8/2014. The calendar shows days of the week and dates. Two appointment slots are highlighted: one on Monday, October 6th, from 8:00 AM to 12:00 PM, and another on Thursday, November 6th, from 8:00 AM to 12:00 PM. At the bottom, there are 'Available Options' for selecting a week or month to work, with corresponding 'Print Week', 'Print Month', 'Clean Week', and 'Clean Month' buttons.

- 2) The Thursday of the second week in every one month and end at 2013.8.31:

The screenshot shows the 'Employee Appointment Recurrence' dialog box. It has a title bar with a close button. The 'Appointment Time' section shows 'Start: 8:00 AM' and 'End: 12:00 PM'. The 'Recurrence Pattern' section has three radio buttons: 'Daily', 'Weekly', and 'Monthly'. The 'Monthly' option is selected. To the right of the radio buttons, there are fields for 'Day', 'of every', and 'month(s)'. The 'Day' field is set to 'The second', the 'of every' field is set to 'Thursday', and the 'month(s)' field is set to '1'. The 'Range of Recurrence' section has a 'Start' date of '10/1/2014'. There are two radio buttons for 'End after' and 'End By'. The 'End By' option is selected, with a date of '10/31/2014'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Click “OK” Tab, and then click “Save and Close” Tab, the following window will appear:

The screenshot displays the AIM CrossChex software interface. On the left, there is a list of 12 employees with columns for ID, Name, and Middle Name. The main area shows a calendar view for the period 9/28/2014 to 11/1/2014. The calendar has columns for days of the week and rows for dates. A specific shift is highlighted on Thursday, October 9th, with a time range of 8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM. Below the calendar, there are options to select all or deselect all employees, department filtering options, and search functions. At the bottom, there are buttons for printing and cleaning the week or month.

Range of recurrence: End After Occurrence and End By Date, the former represents the number of cycles, which means that as of a certain date.

#### 4.1.1.4. Category

**Categories** - Choose the category that this schedule will fall into: Shift, Sick, Vacation, Holiday, Personal or Call No Work.

This screenshot shows the 'Category' dropdown menu in the software. The menu is open, displaying a list of categories: Shift, Sick, Vacation, Holiday, Personal, and Call No Work. The 'Shift' category is currently selected. The menu is part of a larger window with tabs for 'Options' and 'Other Options'.

Call No Work and Sick have sub-options that will appear in the drop down menu below.

The image displays two screenshots of the 'Options' tab in the AIM CrossChex software. Both screenshots show the 'Category' section with a 'Categories' dropdown menu. In the top screenshot, 'Sick' is selected, and the dropdown menu is open, showing 'Health Certificate', 'Work Injury', and 'Sick'. In the bottom screenshot, 'Call No Work' is selected, and the dropdown menu is open, showing the same three options. The 'Reason' field is empty in both. The 'QuickBooks Export Settings' section is also visible, with 'Jobs' set to 'Sick', 'Service Item' empty, and 'Payroll Item' empty.

There are settings for user to export to “QuickBooks”.

The image shows a screenshot of the 'Options' tab in the AIM CrossChex software. The 'Category' section has 'Categories' set to 'Shift' and 'Reason' set to an empty dropdown. The 'QuickBooks Export Settings' section is visible, with 'Jobs' set to 'Shift', 'Service Item' empty, and 'Payroll Item' empty.

#### 4.1.1.4.1. Create / Manage Categories

Under “**Other Options**” tab, you can create/manage categories.

The screenshot shows the 'Create / Manage Categories' dialog box. On the left, there are four buttons: 'Create New' (highlighted in yellow), 'Remove Category', 'Cancel Changes', and 'Save Category'. On the right, there are several input fields: 'Categories' (a dropdown menu), 'Name' (an empty text box), 'Select Text Color' (a color picker showing Black), 'Select Back Color' (a color picker showing White), and 'Paychex Code' (a text box containing 'Example').

Create a new category:

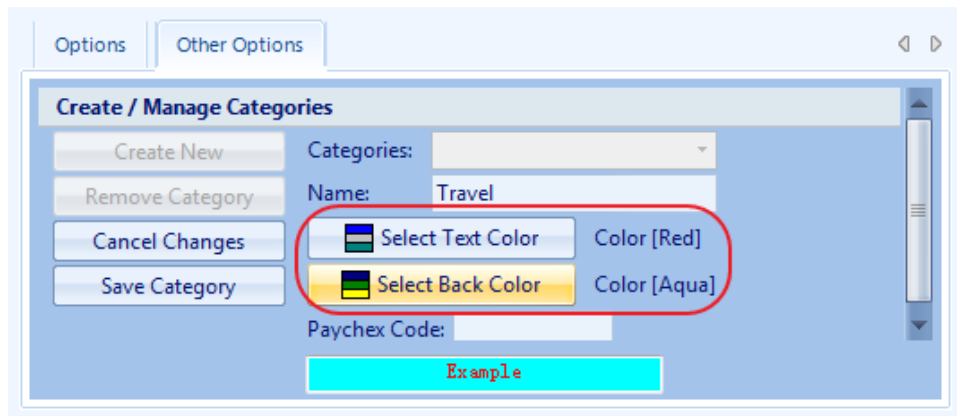
- 1 Click **"Create New"** button to create a new category.

This screenshot is identical to the previous one, but the 'Create New' button is no longer highlighted in yellow. The 'Name' field remains empty.

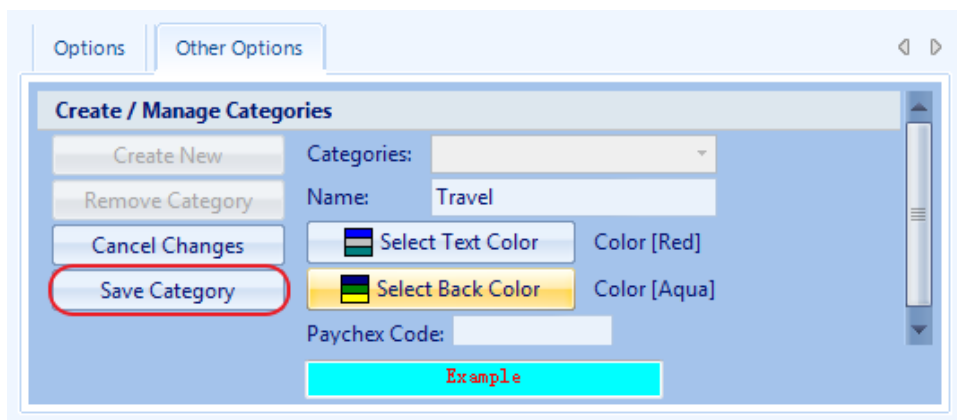
- 2 Type in a new category name in the **"Name:"** field.

This screenshot shows the 'Name' field filled with the word 'Travel'. The 'Text Color' is now set to Blue and the 'Back Color' is now set to Green. The 'Paychex Code' field still contains 'Example'.

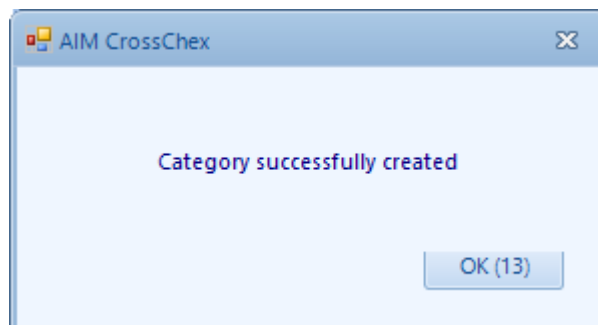
- 3 Select a Text Color and a Background Color for this new category by selecting the appropriate button:



- 4 Click the **"Save Category"** button to save the changes.



- 5 The following notification will appear:



- 6 You may now select your new category from the Categories Drop Down Menu on the Options Tab:

#### 4.1.1.4.2. Delete a category

Click “**Other Options**” Tab, choose the category you want to delete, and click “**Remove Category**” Tab to delete it.

#### 4.1.2. Delete the Shift

##### 1 Delete by day:

Select one employee (or employees), simply right-click the shift you want to delete on the day, and choose “**Edit Appointment**”.

The following window will appear:

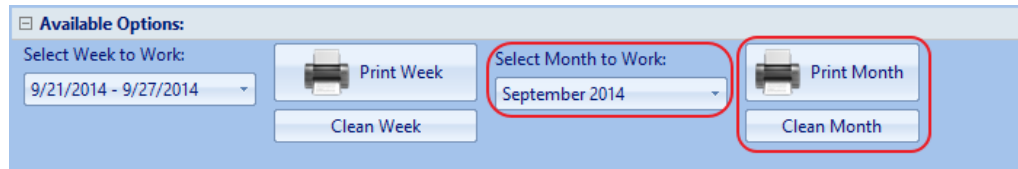
Click “Delete” button to delete the shift.

2 Delete by week:

- **Select Week to Work** - Select the week in which you wish to print or clear.
- **Clean Week** - This option will clear the employees schedule for the Selected Week to Work.

3 Delete by Month:

- **Select Month to Work** - Select the Month in which you wish to print or clear.
- **Clean Selected Month** - This option will clear the employee schedule for the entire month for the Selected Month to Work.

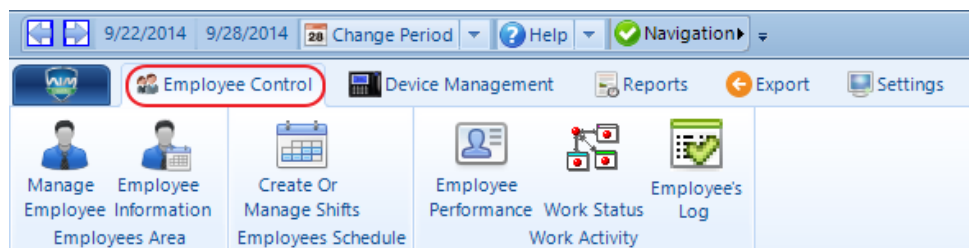


## 4.2. Records

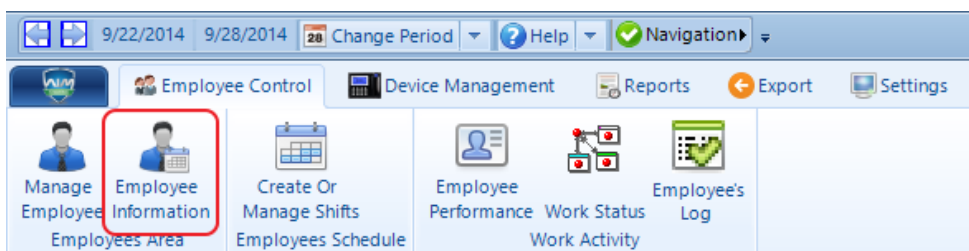
### 4.2.1. Preview Employee Records

This section allows you to preview and adjust all employee times before running the final reports.

Employee Information is accessed via the "**Employee Control**" Tab.



Click on the "**Employee Information**" button to preview and modify current employee time and attendance records.



The following screen will appear:

The screenshot shows the AIM CrossChex interface. On the left, the 'Employees List: 12' is displayed with columns for ID, Name, and Middle Name. The list includes: 1 Bill, 2 Nancy, 3 Jack, 4 Lucy, 5 Alex, 6 Bob (highlighted), 7 Bella, 8 Coy, 9 Dan, 10 Dave, 11 Gill, and 12 Hank. Below the list are 'Department Filtering Options' with a dropdown menu and 'Apply Filter'/'Remove Filter' buttons. A 'Search Employees' section includes a text input and a 'Search Employee' button. On the right, the 'Payroll Information: Bob' section is active, showing 'Work Information' (Regular: 0.00, Overtime: 0.00, Doubletime: 0.00, Absences: 0, Grace Time: 0) and 'Salary Information' (Out of Shift: 0.00, Regular Lunch: 0.00, Over Lunch: 0.00, Double Lunch: 0.00, Total: 0.00). It also includes 'Vacation: 0.00', 'Holiday: 0.00', 'Sick: 0.00', and 'Personal: 0.00'. A 'More Options' section contains 'New Record' and 'Round Off Employee Times' buttons. An 'Exception Payment' checkbox is also visible.

To preview employee records for the current date range specified, double click an employee from the "Employee List".

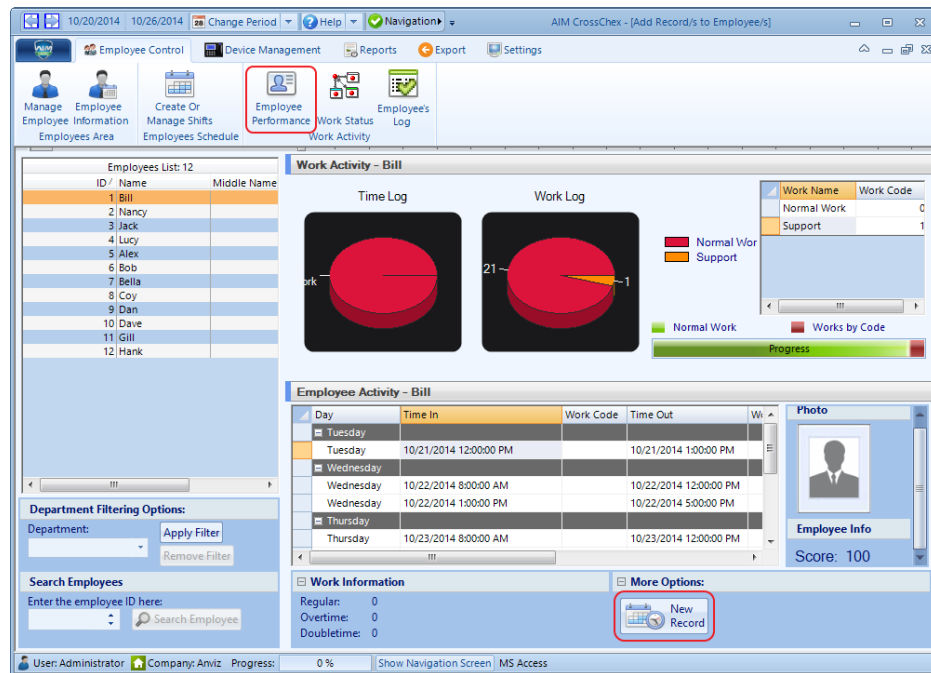
The screenshot shows the AIM CrossChex interface with the 'Employee List' on the left. The list is the same as in the previous screenshot, but 'Bill' (ID 1) is now highlighted. The 'Payroll Information: Bill' section is active, showing 'Work Information' (Regular: 0.00, Overtime: 0.00, Doubletime: 0.00, Absences: 0, Grace Time: 0 Mins) and 'Salary Information' (Out of Shift: 40.00, Regular Lunch: 0.00, Over Lunch: 0.00, Double Lunch: 0.00, Total: 0.00). It also includes 'Vacation: 0.00', 'Holiday: 0.00', 'Sick: 0.00', and 'Personal: 0.00'. A 'More Options' section contains 'New Record' and 'Round Off Employee Times' buttons. An 'Exception Payment' checkbox is also visible.

## 4.2.2. Record Operations

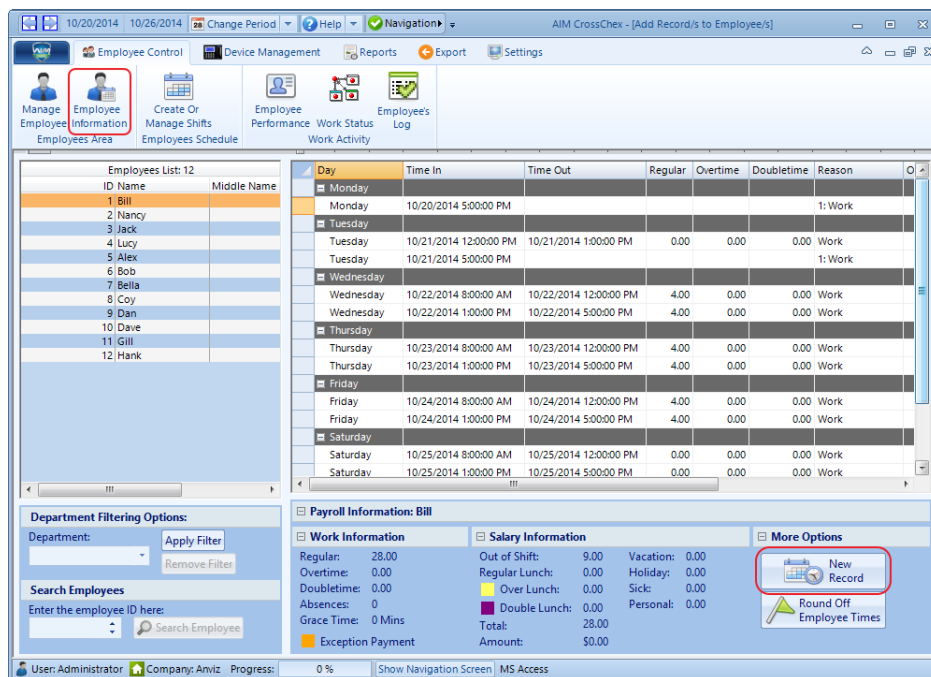
### 4.2.2.1. Add Record

You have two ways to add records:

- On "Employee Performance" page



- On “Employee Information” page



Click “**New Record**”, the following window will appear:

**Select the Times to Add**

Add this time: 8:00 AM  
 Add this time: 12:00 PM  
 Add this time: 1:00 PM  
 Add this time: 5:00 PM  
 Add: 0 Hrs 0 Min

**Select the Method to apply**

☒ Apply as Normal Time  
☐ Apply as Regular Time  
☐ Apply as Overtime  
☐ Apply as Doubletime

Use This Reason:   
 Use This Work Code: 0

**Selection Information**

Start: 10/8/2014 End: 10/8/2014  
 In: 8:00 AM Out: Recess  
 In: Recess Out: Recess

**Department Filtering Options:**

Department:   
 Apply Filter  
 Remove Filter

**Search Employees**

Enter the employee ID here:   
 Search Employee

**Employees List: 12**

ID	Name	Middle Name	L
1	Bill		
2	Nancy		
3	Jack		
4	Lucy		
5	Alex		
6	Bob		
7	Bella		
8	Coy		
9	Dan		
10	Dave		
11	Gill		
12	Hank		

Buttons: Select All, Clear Selected/s, Add Record/s

- 1 Select an employee(s) from the "Employee List" on right hand. You can click "Select All" for all employees.

**Employees List: 12**

ID	Name	Middle Name	L
1	Bill		
2	Nancy		
3	Jack		
4	Lucy		
5	Alex		
6	Bob		
7	Bella		
8	Coy		
9	Dan		
10	Dave		
11	Gill		
12	Hank		

Buttons: Select All, Clear Selected/s, Add Record/s

- 2 Select a date from the calendar in which these new or modified times will be applied.

- 3 Select the Times information to add to the employees attendance records.

#### 1) Time:

You can add individual times for Start Work, Start Lunch, End Lunch, End Work by checking the boxes next to each additional time you wish to add and then modifying the time settings.

You can also add time just by the number of total hours without individual punches by choosing the last "Add this time" option.

#### 2) Method

- **Normal Time** - Calculates an employees work hours as Regular time until the overtime threshold is reached at which point it will begin to

calculate overtime hours. Regular Time - Calculates an employees work hours as Regular time no matter whether the overtime threshold has been reached or not.

- **Overtime** - Calculates an employees work hours as Overtime where 1 hour worked is equal to 1.5 hours of pay.
- **Double-time** - Calculates an employees work hours as Double-time where 1 hour worked is equal to 2 hours of pay.
- **Use this Reason** - You MUST select a reason for this manual time modification by choosing from the "Use this Reason" drop down menu or typing in a new reason in the text box. New reasons typed will be retained and can be chosen from the drop down list in the future. The new records will not be saved if there is no reason listed. The software will generate a warning message if there is no reason listed when the new record is saved.
- **Use this Work Code** - Type in a work code to be used when adding this record(s). This would be the same as if the employee keyed in a job code on the time clock before clocking IN or OUT in order to apply the hours worked to a specific job code. See Employee Performance under the Work Activity section of this topic.

### 3) Selection Information

The information you have selected can be previewed under the "Selection Information" heading at the bottom of this section. You may choose whether the times you are adding are IN's, OUT's or Breaks by choosing the appropriate drop down menu and making the proper IN, OUT or Break selection.

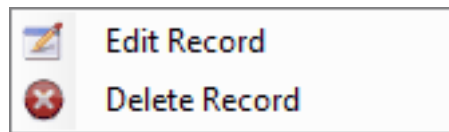
This makes it convenient when adding time records that may cross multiple days or overnight.

Once all of the time modification settings are completed and an employee has been selected, click the "**Add Record/s**" button at the bottom of this screen.

#### 4.2.2.2. Edit and Delete Record

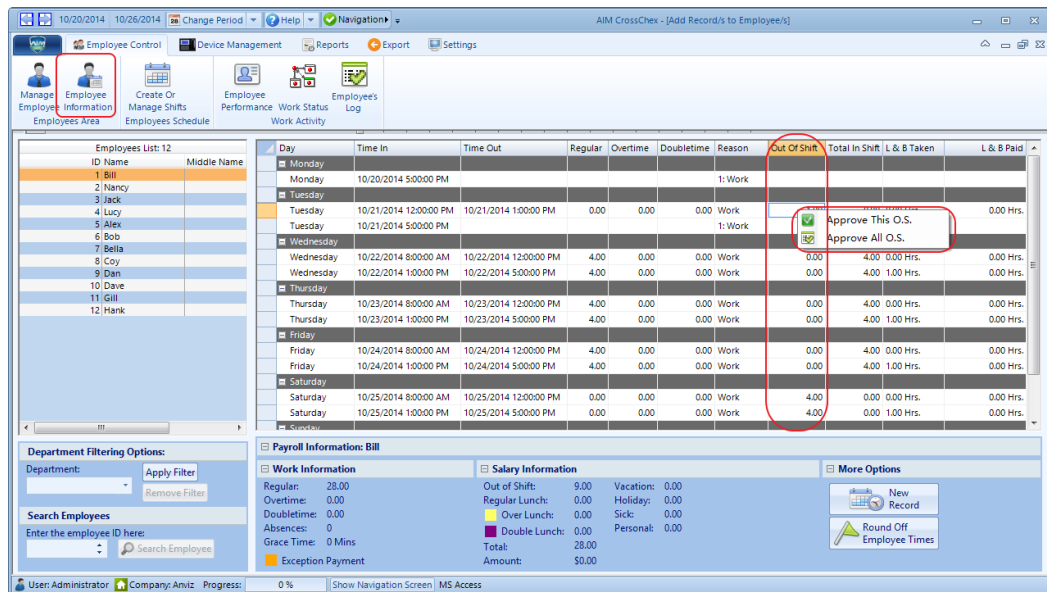
To Modify an Employees current time records, simply right click on any of the time entries and choose "Edit Record" from the right-click menu. When editing records only the numbers and the AM and PM can be changed. The format of the Date and Time must remain exactly the same or it will not allow the change to be made and will revert back to the original data before the edit was attempted.

To delete this entry, choose "**Delete Record**" from the right-click menu

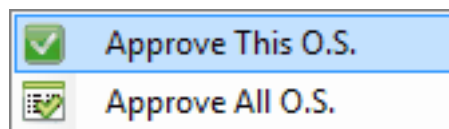


### 4.2.2.3. Approve Record

Any time records that are outside of the users assigned shift time frame will show up under the **"Out of Shift"** column.



To approve out of shift time, simply right click on the hours field under the **"Out of Shift"** column and choose **"Approve this O.S"** or **"Approve all O.S"**

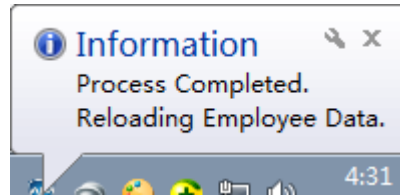


Once either Out of Shift Approval option has been selected, the following window will appear:

The image displays two overlapping software windows. The top window, titled 'Type', contains a numeric input field for 'Amount of time to apply' set to 8.17, a 'Pre Set' dropdown menu, and four radio button options under 'Exceptions': Regular, Overtime, Doubletime, and Count as worked hours. A 'Reset' button is located to the right. Below this is a large 'Notes' text area. The bottom window, titled 'Appointments', has a similar 'Type' section but with 'Amount of time to apply' set to 1.00. It includes an additional 'Pay worked time at' field and a 'Use Pre Set' checkbox. Below the 'Type' section is the 'QuickBooks Export Settings' section with three dropdown menus for 'Jobs', 'Service Item', and 'Payroll Item'. It also features a 'Notes' text area and 'Cancel' and 'Save and Close' buttons at the bottom.

- **Amount of Time to Apply** - Choose the total amount of Out of Shift time you would like to apply for this record.
- **Pre Set** - Choose a type of overtime to apply. New overtime types can be created through the Overtime Settings button under the Settings tab.
- **Exceptions** - Choose how you would like to apply this time. Typically this would be left blank so that the normal payment rules would be followed. If this Out of Shift time should be applied as an exception to the payment rules, then choose the appropriate selection of Regular Time, Overtime, Double-time.
- **QuickBooks Export Settings** – The export information of QuickBooks.

The following Pop-up will appear above the time on your computer screen as a visual reminder of the Date and Time that the Out of Shift time occurred that you are approving.



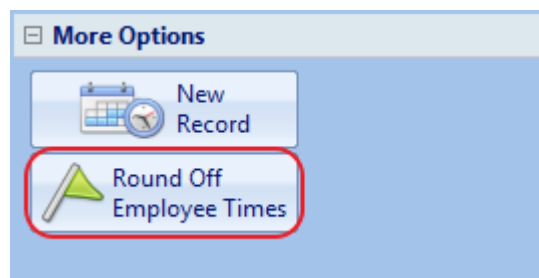
#### 4.2.2.4. Round Off Record Times

In order for the Rounding function to work, the employees must have been setup with a shift. The shift settings define the start time and the end time for each employees work day. The rounding option allows managers or administrators to quickly adjust the start and end time captured which is outside of the approved works hours or shift time frame.

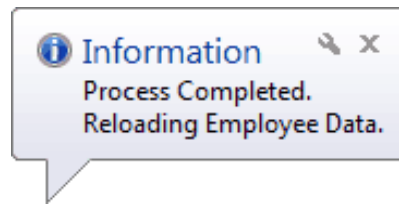
For Example: An employee's shift is set for 8am - 5pm. The employee clocks IN at 7:45am and clocks OUT at 5:15pm. If these times were to be rounded, then they would show up on the report as 8am and 5pm respectively. However, in this same example, if the employee clocks IN at 8:15am and clocks OUT at 4:45pm, then Rounding would not adjust either time. This is because the employee arrived to work late and left work early. In both cases they would be missing time and rounding would not affect these times in this case.

Therefore, Rounding only adjusts time stamps that are outside of the approved work hours to reflect the start and end time of the shift as set in the employee's schedule.

To Round off employee times, simply Click the "**Round Off Employee Times**" button at the bottom of the screen.

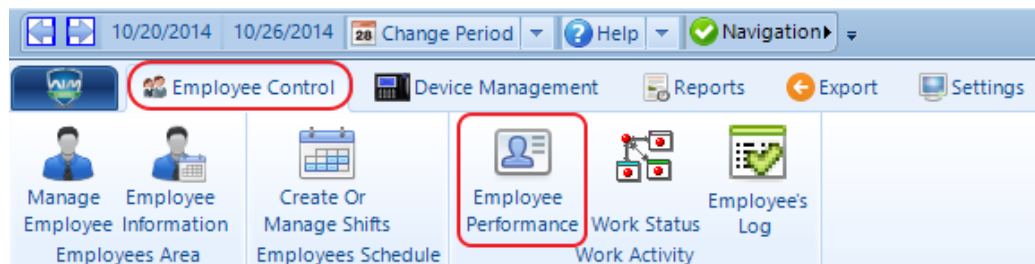


A Pop-up message will appear in the bottom right hand corner of the screen to let you know that this process is complete. You will notice all time stamps will now be adjusted to reflect the start and end time that is set in the employee schedule.

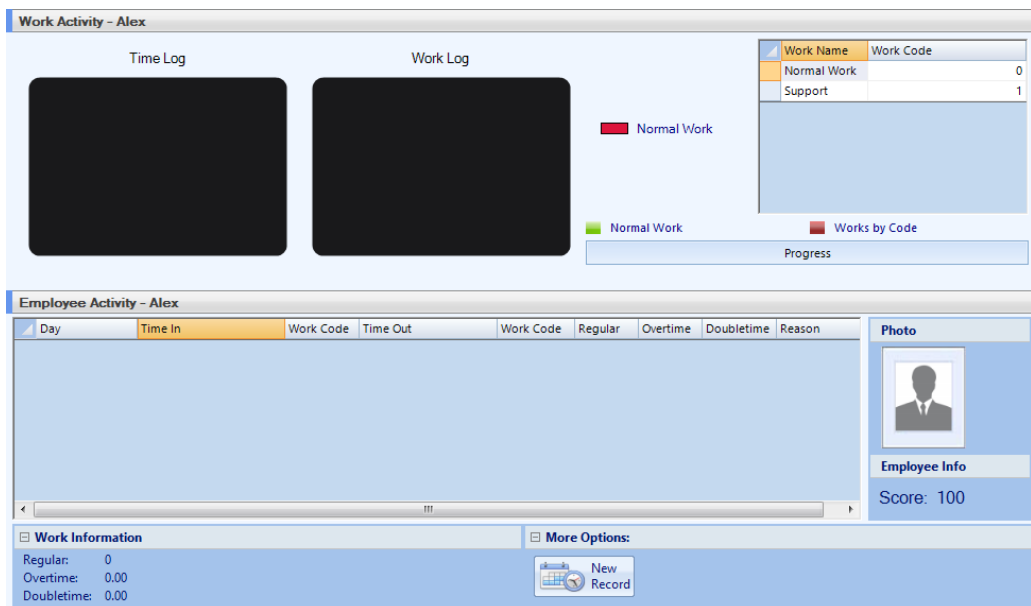


### 4.3. Employee Performance

Click the "**Employee Control**" Tab. And then, click on the "**Employee Performance**" button

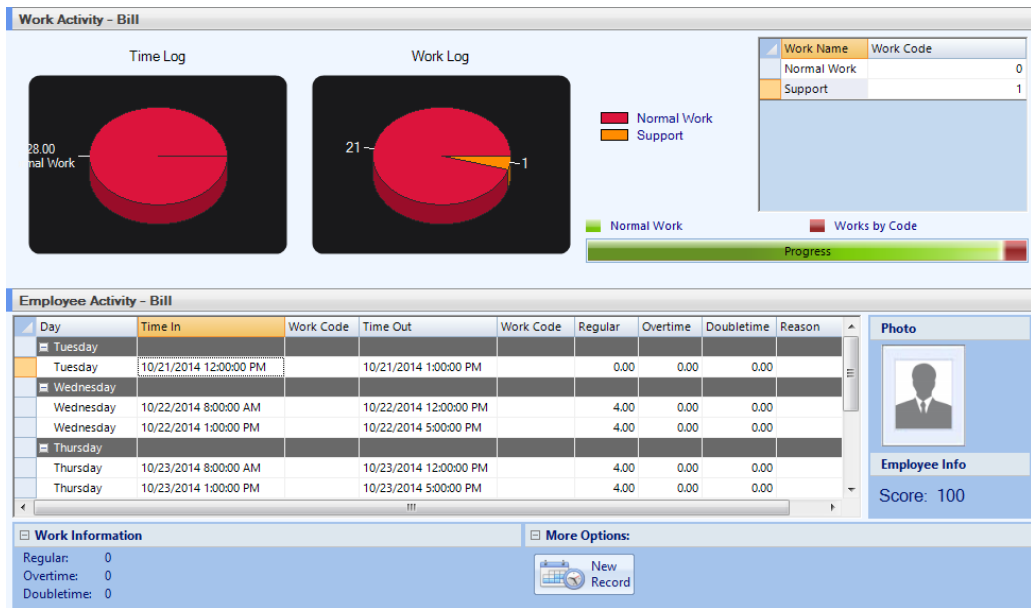


The following window will appear:



To view an Employees current work performance, double click a name from the Employee List.

The current employee performance information will display in the charts and grid on the right, as follows:

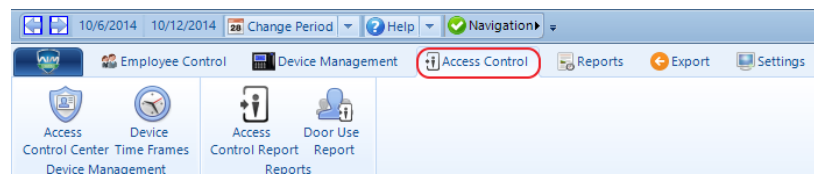


- **Time Log** - Displays the Total hours worked for each job code during the payroll period selected.
- **Work Log** - Display the total number of time punches collected for each job code during the payroll period selected.
- **Work Name /Work Code** - This is the name associated with the Job Codes that your company may use to pay for additional services from employees. Click on the Name of the job code to edit the name of the Job Code.
- **Employee Activity** - This section displays data listed in the Employee Information with the addition of showing Each Job code used during each day's work. Time entries in this grid can be modified by using the right click command. Work Codes can be modified by choosing the appropriate Job Code from the drop down menu that displays when you click each Job Code Name Field.

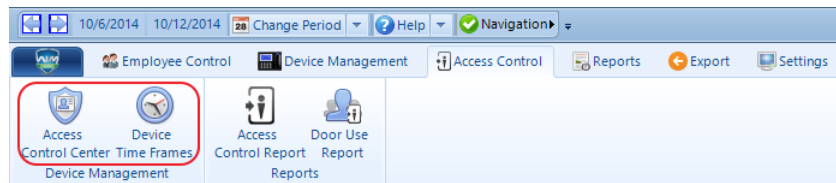
## 5. Access Control

Once you install a device capable of Access Control to the AIM-CrossChex Software, a new tab "**Access Control**" will appear in the toolbar up top.

To Manage Access control, click the "**Access Control**" Tab.



Device Management:

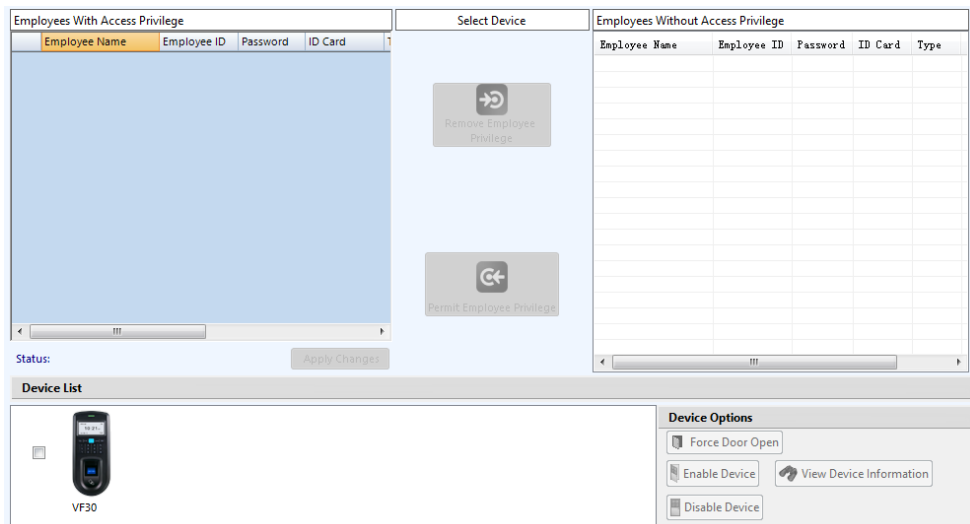


## 5.1. Access Control Center

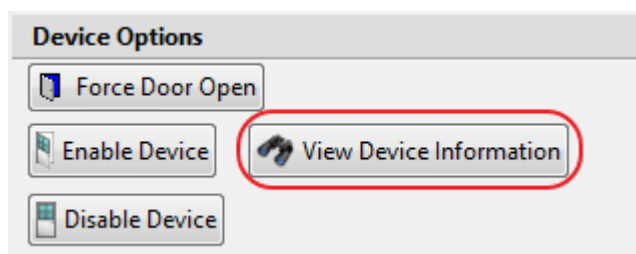
Click the "Access Control Center" button.



The following window will appear:



1. Select the device you wish to work with from the Device List at the bottom.
2. Click the View "**Device Information**" button to view the current users on this device and their access control permissions.





3. Employees who currently have permission Access to the area protected by this device will display under the "**Employees with Access Privilege**" table

on the left. To change the current Access control Group of an Employee, click the drop-down menu under the "**Assigned to Group**" column.

	Employee Name	Employee ID	Password	ID Card	Type	Identification	Current Group ▲	Assign Group
<input type="checkbox"/>	1	1			-1 User	0	1	
<input type="checkbox"/>	2	2	4141		-1 User	0	1	
<input type="checkbox"/>	3	3			-1 User	0	1	
<input type="checkbox"/>	4	4			-1 User	0	1	
<input type="checkbox"/>	5	5			-1 User	0	1	

- To change the Employee permissions, click the checkbox to the right of the Employee Name.

Employees With Access Privilege								TSPro		Employees Without Access Privilege					
Employee Name	Employee ID	Password	ID Card	Type	Identification	Current Group	Assign to Group ▲			Employee Name	Employee ID	Password	ID Card	Type	Identification
<input checked="" type="checkbox"/> 1	1			-1 User	2	1									
															
															
Status: Enable								Apply Changes							

- Click the "**Remove Employee Privilege**" button in between the two tables.

The employee will be transferred to the "**Employee to the Employees Without Access Privilege**" table on the right.

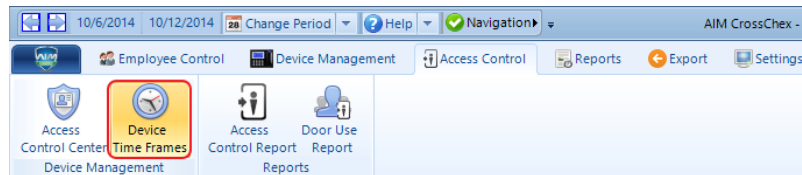
Employees With Access Privilege								TS500		Employees Without Access Privilege					
Employee Name	Employee ID	Password	ID Card	Type	Identification	Current Group	Assign to Group ▲			Employee Name	Employee ID	Password	ID Card	Type	Identification
<input checked="" type="checkbox"/> 2	2	0	2	User	0	5				<input checked="" type="checkbox"/> 13	13	0	13	User	0
<input type="checkbox"/> 28	28	0	28	User	0	1									
<input type="checkbox"/> 24	24	0	24	User	0	1									
<input type="checkbox"/> Lois Hale	26	0	26	User	0	1									
<input type="checkbox"/> 29	29	0	29	User	0	1									
<input type="checkbox"/> 3	3	0	3	User	0	1									
<input type="checkbox"/> 31	31	0	31	User	0	1									
<input type="checkbox"/> 32	32	0	32	User	0	1									
<input type="checkbox"/> 33	33	0	33	User	0	1									
<input type="checkbox"/> 36	36	0	36	User	0	1									
<input type="checkbox"/> 38	38	0	38	User	0	1									
<input type="checkbox"/> 39	39	0	39	User	0	1									
<input type="checkbox"/> 4	4	0	4	User	0	1									
<input type="checkbox"/> 41	41	0	41	User	0	1									
<input type="checkbox"/> 42	42	0	42	User	0	1									
<input type="checkbox"/> Kait Tate	21	0	21	User	0	1									
<input type="checkbox"/> 43	43	0	43	User	0	1									
<input type="checkbox"/> 46	46	0	46	User	0	1									
<input type="checkbox"/> 47	47	0	47	User	0	1									
<input type="checkbox"/> 48	48	0	48	User	0	1									
<input type="checkbox"/> 49	49	0	49	User	0	1									
<input type="checkbox"/> 5	5	0	5	User	0	1									
Status: Enable								Apply Changes							

This will remove the Access permissions for this employee on the selected device.

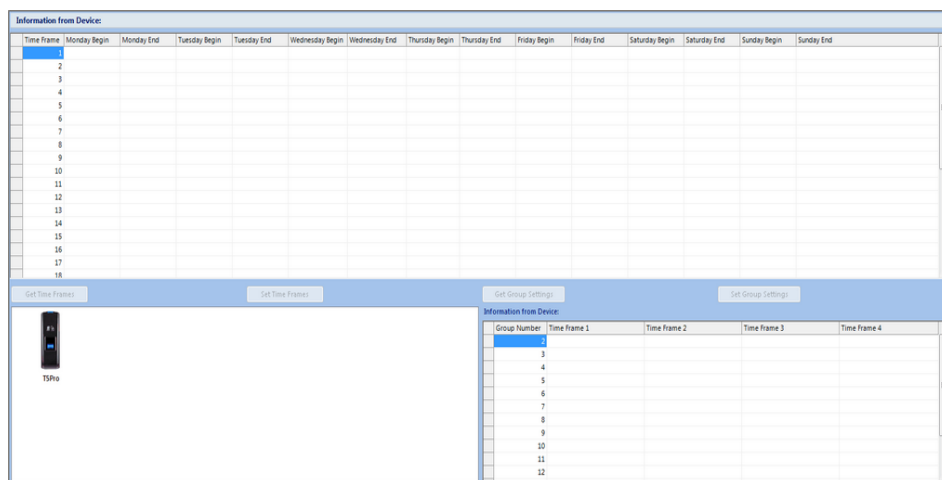
Alternatively, to permit access to an employee that does not currently have permissions, place a check next to the employee under the "**Employees without Access Privilege**" table, and click the "**Permit Employee Privilege**" button in between the two tables.

## 5.2. Time Frame Management

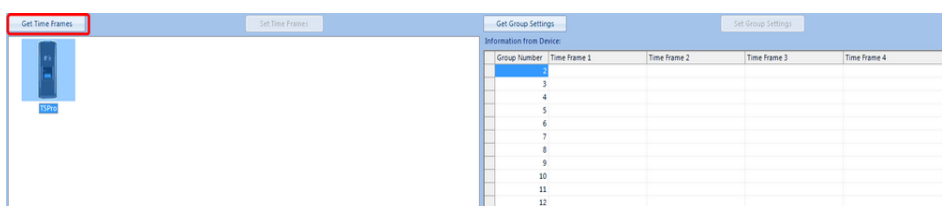
To manage the device time frames and access groups, click on the **"Device Time Frames"** button.



The following window will be displayed:



Select a device from the Device List at the bottom and click the **"Get Time Frames"** to view the current time frame configuration settings on the selected device.



The current time frames will display in the top window

Time Frame	Monday Begin	Monday End	Tuesday Begin	Tuesday End	Wednesday Begin	Wednesday End	Thursday Begin	Thursday End	Friday Begin	Friday End	Saturday Begin	Saturday End	Sunday Begin	Sunday End
1	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
2	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
3	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
4	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
5	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
6	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
7	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
8	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
9	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
10	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
11	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
12	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
13	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
14	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
15	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
16	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
17	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
18	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM

To change any of these settings, click any of the time fields and change the time. There are start time and end time for each day of the week and for each time frame group.

All Time Frame	Monday Begin	Monday End	Tuesday Begin	Tuesday End	Wednesday Begin	Wednesday End	Thursday Begin	Thursday End	Friday Begin	Friday End	Saturday Begin	Saturday End	Sunday Begin	Sunday End
1	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
2	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
3	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
4	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
5	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
6	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
7	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
8	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
9	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
10	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
11	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
12	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
13	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
14	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
15	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
16	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
17	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
18	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM

Once these settings are configured to your needs, click the **"Set Time Frames"** button to save the settings.

The screenshot shows the software interface with the 'Set Time Frames' button highlighted in a red box. The interface includes a 'Get Time Frames' button, a 'Set Time Frames' button, and a 'Get Group Settings' button. Below the buttons is a table with columns for 'Group Number', 'Time Frame 1', 'Time Frame 2', 'Time Frame 3', and 'Time Frame 4'. The table contains data for groups 3 through 12.

To display the current group settings, click the **"Get Group Settings"** button

The screenshot shows the software interface with the 'Get Group Settings' button highlighted in a red box. The interface includes a 'Get Time Frames' button, a 'Set Time Frames' button, and a 'Get Group Settings' button. Below the buttons is a table with columns for 'Group Number', 'Time Frame 1', 'Time Frame 2', 'Time Frame 3', and 'Time Frame 4'. The table contains data for groups 3 through 12.

Click the Drop-down menu under each Time Frame column to adjust the current setting. When all groups are configured as needed, click the **"Set Group Settings"** button to save these settings.

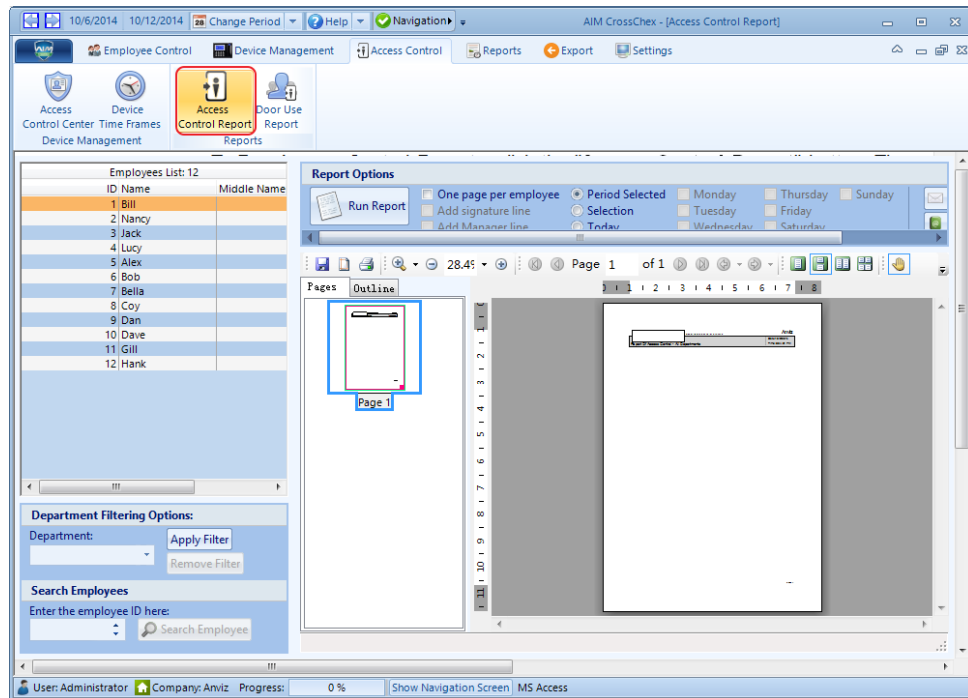
The screenshot shows the software interface with the 'Set Group Settings' button highlighted in a red box. The interface includes a 'Get Time Frames' button, a 'Set Time Frames' button, and a 'Set Group Settings' button. Below the buttons is a table with columns for 'Group Number', 'Time Frame 1', 'Time Frame 2', 'Time Frame 3', and 'Time Frame 4'. The table contains data for groups 3 through 12.

## 5.3. Reports

### 5.3.1. Access Control Reports

Access Control Records are separate from Time and Attendance records and Access Control records are stored in separate database files.

To Run Access Control Reports, click the **"Access Control Report"** button. The following window will appear:



Select an employee or group of employees from the **"Employee List"** to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.

Employees List: 12		
ID	Name	Middle Name
1	Bill	
2	Nancy	
3	Jack	
4	Lucy	
5	Alex	
6	Bob	
7	Bella	
8	Coy	
9	Dan	
10	Dave	
11	Gill	
12	Hank	

To narrow down the list of employees to only include certain departments or individuals, use the **"Department Filtering Options"** and **"Search Employees"** filters at the bottom.

The screenshot shows a user interface with two main sections. The top section, titled "Department Filtering Options:", contains a "Department:" label, a dropdown menu, an "Apply Filter" button, and a "Remove Filter" button. The bottom section, titled "Search Employees", contains the text "Enter the employee ID here:", a text input field, and a "Search Employee" button with a magnifying glass icon.

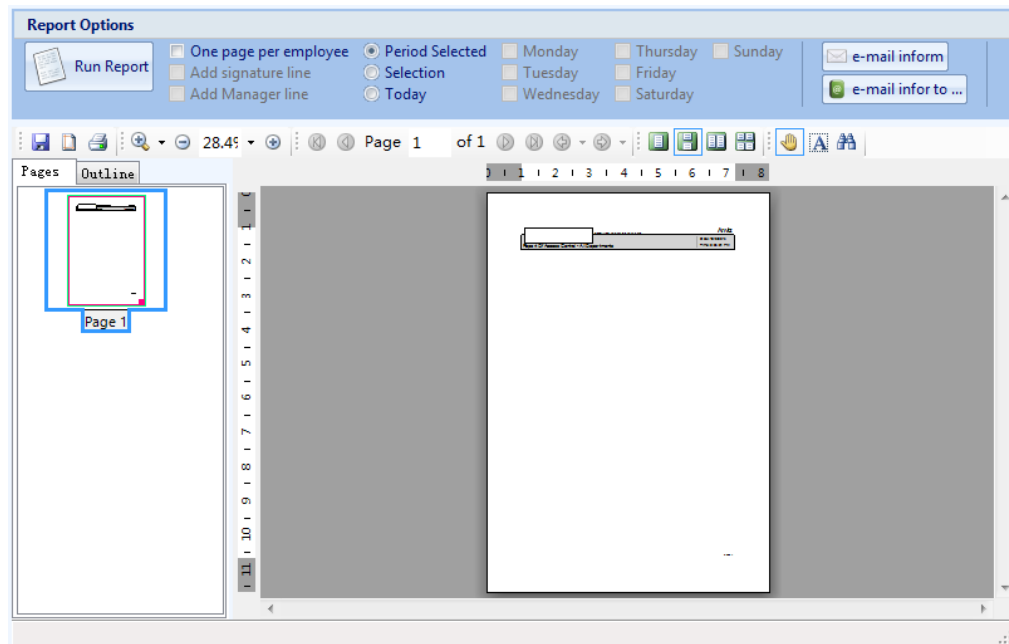
Choose how you would like the report to display using the view options.

- **One Page Per Data** - this option runs the report displaying only one use per page.
- **Add Signature Line** - This option adds an Employee signature line at the bottom of the report.
- **Add Manager Line** - This option adds a Manager signature line at the bottom of the report.
- **Period Selected** - This option will run the report for the date period chosen in the Title Bar of the application.
- **Selection** - This option will allow you to select the days of the week to include in this report. When Selection is chosen, the days of the week will become available.
- **Today** - This option will run the report for the current day only.

Once view options have been selected, click on the "**Run Report**" button.

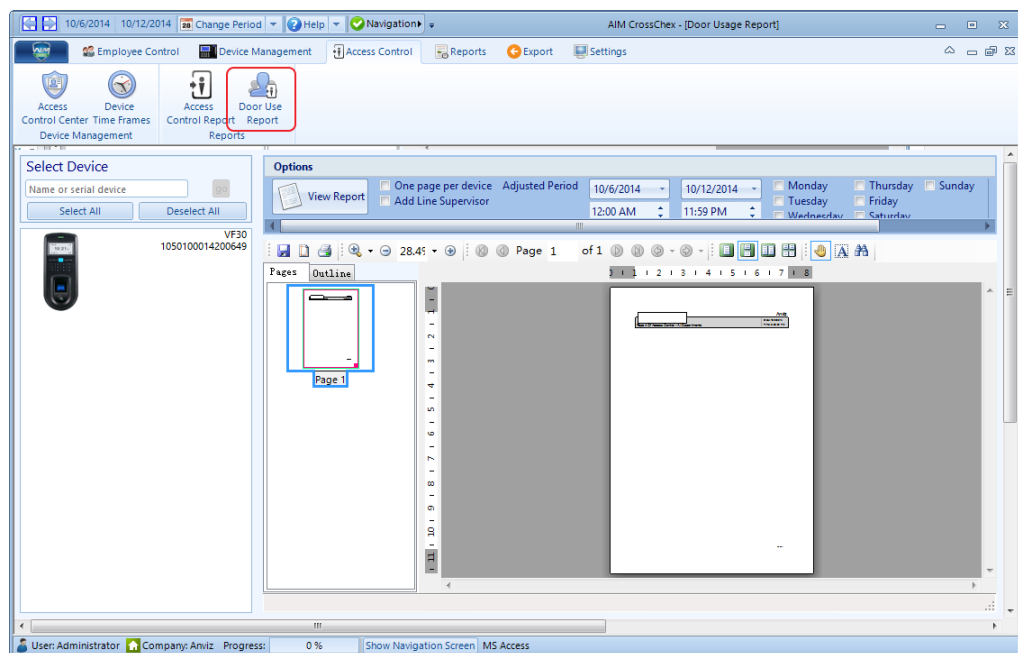
The screenshot shows a "Report Options" dialog box. On the left is a "Run Report" button with a document icon. To the right are several options: "One page per employee" (checkbox), "Add signature line" (checkbox), "Add Manager line" (checkbox), "Period Selected" (radio button, selected), "Selection" (radio button), "Today" (radio button), and a grid of checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.



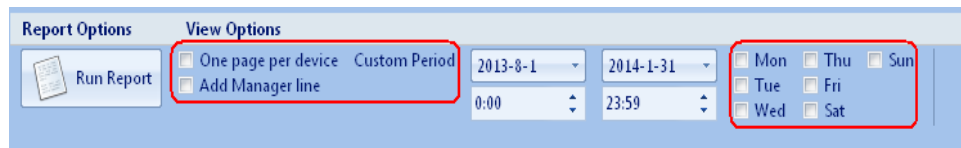
### 5.3.2. Door Usage Report

To Run Door Use Reports, click the "**Door Use Report**" button. The following window will appear:



Select a device(s) from the "**Device List**" to include in this report. If no devices are selected the report will include all devices in the list starting from the top and working through to the bottom. The report will be sorted by each individual door.

Choose how you would like the report to display using the view options.



**One Page Per Device** - this option runs the report displaying only one device per page.

**Add Manager Line** - This option adds a Manager signature line at the bottom of the report.

**Custom Period** - This option will run the report for the date period chosen in the Title Bar of the application.

**Selection** - This option will allow you to select the days of the week to include in this report.

Once view options have been selected, click on the "Run Report" button.

## 6. Device Management

### 6.1. Add Device

To add a device, click "Add Device":



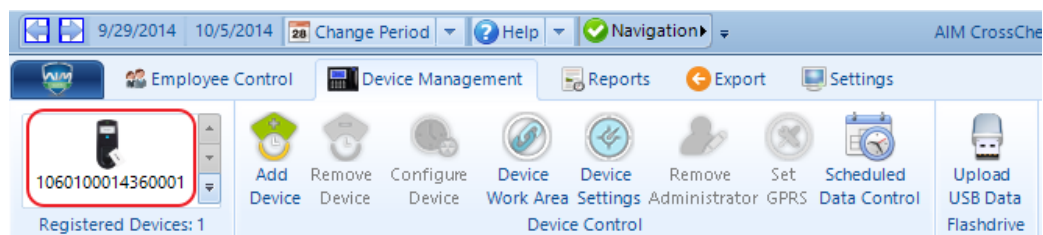
Then the following window will appear:



Input the Device Serial Number of Device, Click “**Validate**” Tab to continue:



The device will show as below:

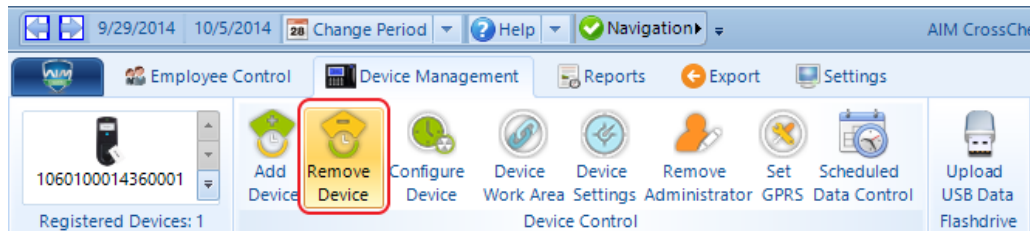


The “**Registered Devices**” section displays the clocks that have currently been registered and activated in the AIM-CrossChex software. These devices can be Time Clocks or Access Control devices.

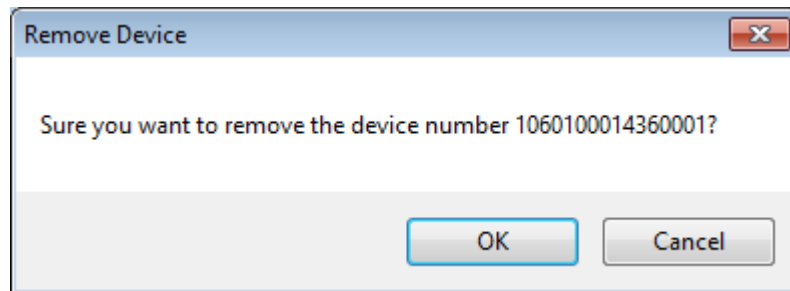


## 6.2. Remove a Device

Select the appropriate device in the "**Registered Devices**" section, click the "**Remove Device**" button.

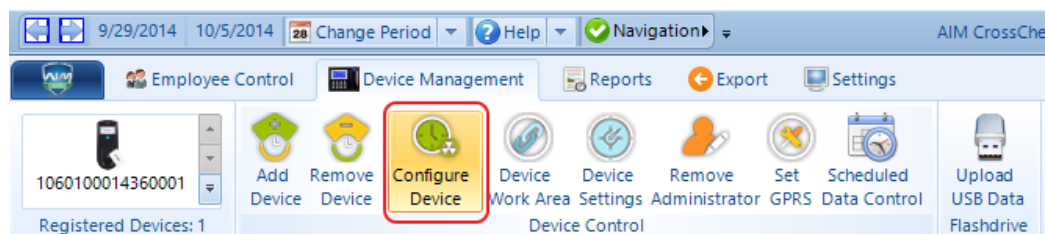


When the "**Remove Device**" popup appears, verify that the serial number displayed is the same serial number of the time clock you wish to remove. If correct, click "**OK**" to complete the removal process.



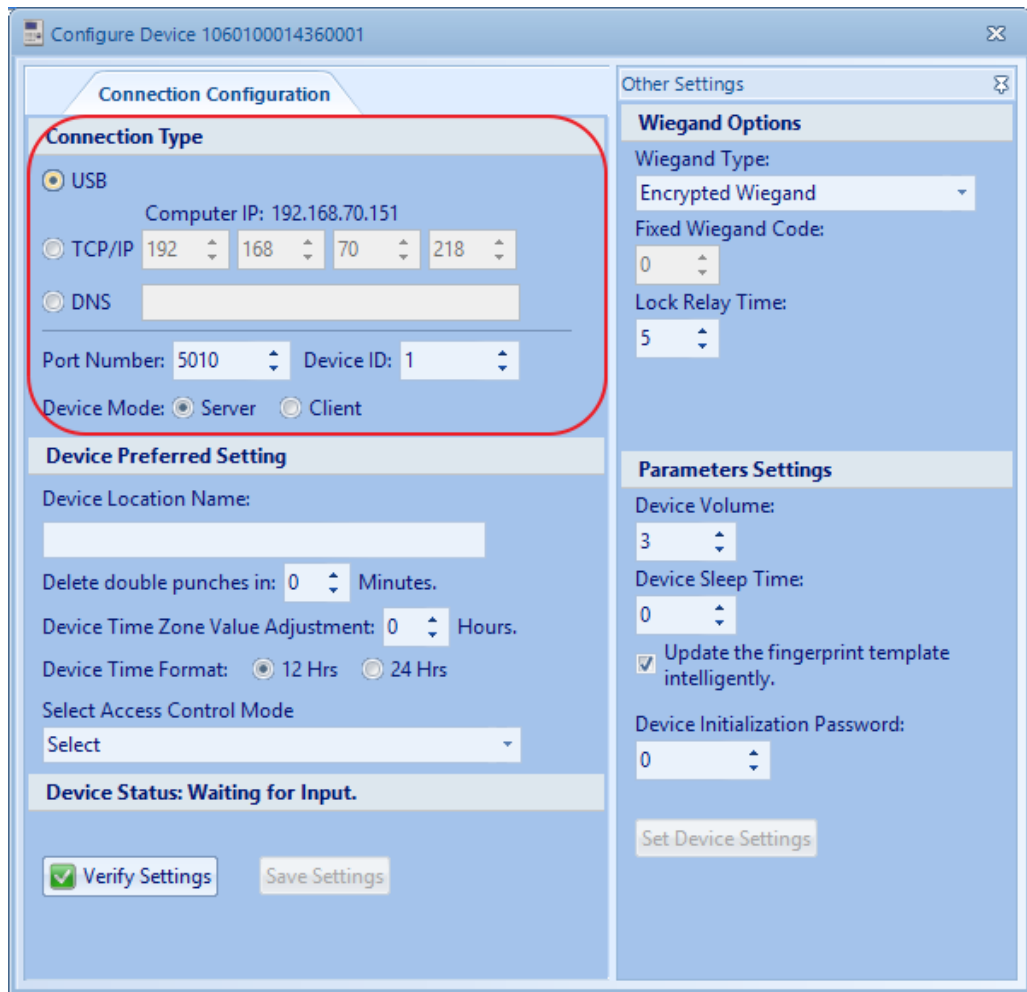
## 6.3. Configure a Device

Double-click the device you want to configure, click the "**Configure Device**" button.



### 6.3.1. Access Control & Time Attendance Device

The following popup window will appear:



#### Connection Type:

- **USB** - Select this option if you are connecting this time clock using the USB interface. This would mean that the time clock would plug directly into the computer running the AIM-CrossChex software.
- **TCP/IP** - Select this option if you are connecting this time clock by IP address. This requires the following information to be configured on the time clock itself: Static IP Address, Subnet Mask and Gateway. Some units may also require the AIM-CrossChex Server IP address or the Static IP address on your LAN assigned to the computer running the AIM-CrossChex software. (It is recommended to consult your local IT support personnel to assist with IP address and port settings configuration.)
- **DNS** – Select this option if you are connecting this time clock by DNS address.
- **Port Number** (1-65535) - By default all AIM-CrossChex time clocks use port "5010" for external and internal communication. If this port is already in use on your network or if multiple clocks will be installed on the same LAN,

simply type the appropriate port in the "Port Number" text field. If modified, the port setting on the time clock must be set to match this custom port setting. See "Clock Control" for more information. (It is recommended to consult your local IT support personnel to assist with IP address and port settings configuration.)

- **Device ID** – The Device ID set in the device.
- **Device Mode** – Select the device as Server or Client.

The screenshot shows the 'Configure Device' window for device 1060100014360001. It is divided into two main panes: 'Connection Configuration' on the left and 'Other Settings' on the right.

**Connection Configuration:**

- Connection Type:** USB (selected), TCP/IP, DNS.
- Computer IP:** 192.168.70.151
- Port Number:** 5010
- Device ID:** 1
- Device Mode:** Server (selected), Client.
- Device Preferred Setting (highlighted with a red circle):**
  - Device Location Name: [Empty text field]
  - Delete double punches in: 0 Minutes.
  - Device Time Zone Value Adjustment: 0 Hours.
  - Device Time Format: 12 Hrs (selected), 24 Hrs.
  - Select Access Control Mode: Select [Dropdown menu]
- Device Status:** Waiting for Input.
- Buttons:** Verify Settings (with a green checkmark icon), Save Settings.

**Other Settings:**

- Wiegand Options:**
  - Wiegand Type: Encrypted Wiegand [Dropdown menu]
  - Fixed Wiegand Code: 0
  - Lock Relay Time: 5
- Parameters Settings:**
  - Device Volume: 3
  - Device Sleep Time: 0
  - ☒ Update the fingerprint template intelligently.
  - Device Initialization Password: 0
  - Set Device Settings** button

Device Preferred Setting:

- **Device Location Name** - Type in the name of device;
- **Delete Double Punches In** - This will be in time duration in minutes in which the software will ignore a double punch. A common setting would be 5 minutes.

For example, if an employee punches in at 8:00am, and gets immediately sidetracked, then mistakenly punches again at 8:04am. The software will ignore the 8:04am punch as this falls within the 5 minute period specified above.

- **Device Time Zone Value Adjustment** - This value can be modified to increase or decrease the time settings by the appropriate number of hours for the purposes from syncing the time with the central AIM-CrossChex database computer.

For example, if the central database is located in Florida and this time clock is going to be installed in California. Then you would enter a value of -3 since Pacific Time is 3 hours behind Eastern Time. This allows the clock to remain at its local time when the "Sync Time" command is sent to the device from the central database. If all clocks are installed in the same time zone, then this setting would not be used.

- **Device Time Format** - Select the time display format; **12 hours** or **24 hours**.
- **Select Access Control Mode** - Choose whether this device will be used for access control, time and attendance or both by selecting the options from the drop down menu.

Time and Attendance Only

Access Control Only

Access Control With Time Attendance

Access Control [Entry]

Access Control [out]

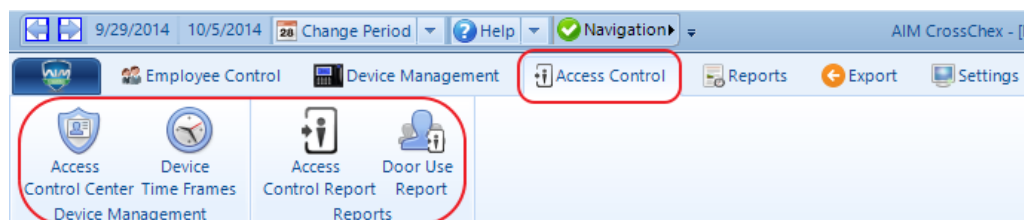
Access Control With Time Attendance [Entry]

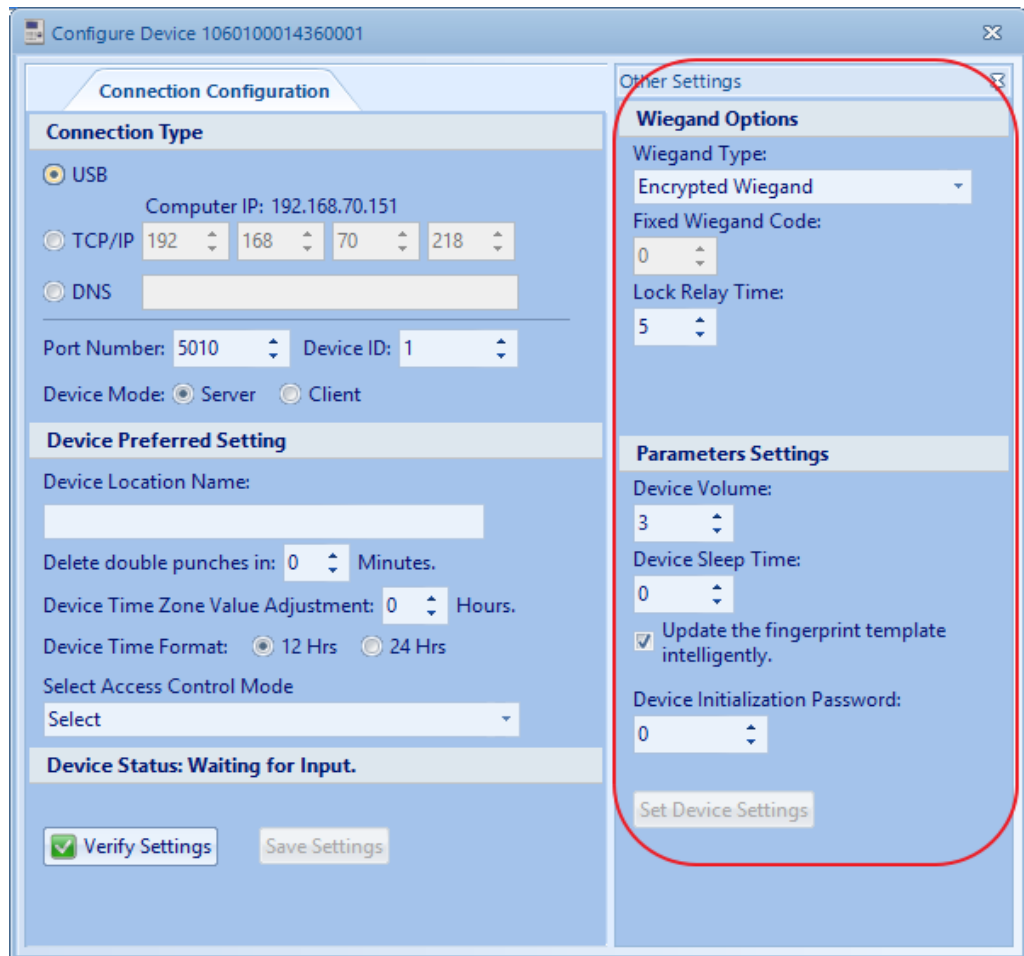
Access Control With Time Attendance [out]

Click "**Verify Settings**" to synchronize the configuration to the device, then "**Save Settings**".

**Note:**

Once you choose this device and as **Access Control Device**, you will have a new tab at the top of the application called Access Control. This section will allow you to configure the access control settings.





Other Settings:

- **Wiegand Settings** - Use this setting to specify the type of communication that will be used with your access control device. Standard Anviz Controllers use the Encrypted Wiegand option.
- **Fixed Wiegand Code (0-254)** - If a fixed Wiegand code is selected from above, this is where the specific code would be entered.
- **Lock Relay Time (0-15s)** - This setting specifies how long the lock relay will be opened. Once the duration is reached, the relay will close again.
- **Device Volume (0-5)**- Set the device volume level.
- **Device Sleep Time (0-250s)** - Set the time before the device display will go to sleep.
- **Update the fingerprint template intelligently** - Select this option to have the fingerprint template of each user automatically updated with a better image capture every time the users touch the sensor.
- **Device Initialization password (0-9999)** - Set the password that will be used to Initialize the device. By default this password is "0".

### 6.3.2. FacePace Device

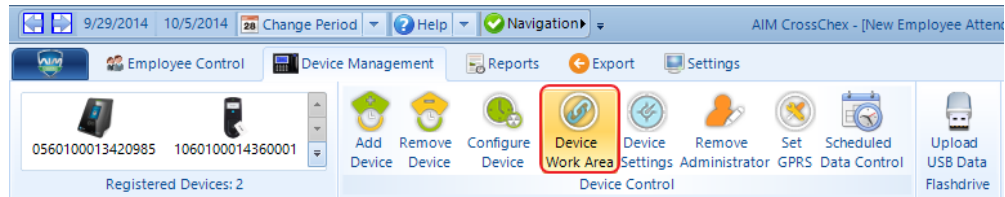
When you connect FacePace device, the following popup window will appear:

- **IP Range** – Type the IP Range of the device;
- **IP Address** – Type IP address of the device;
- **Port Number** – Type the communication port number of device;
- **Username** – Type the Administrator account name;
- **Password** – Type the Administrator account password;
- **Device Location Name** - Type in the name of device;
- **Device Time Zone Value Adjustment** - This value can be modified to increase or decrease the time settings by the appropriate number of hours for the purposes from syncing the time with the central AIM-CrossChex database computer.
- **Device Respond Time Frame** – Set the response time of device;
- **Device Initialization Password** – When the user want to initialize the device, this password is needed for device security;

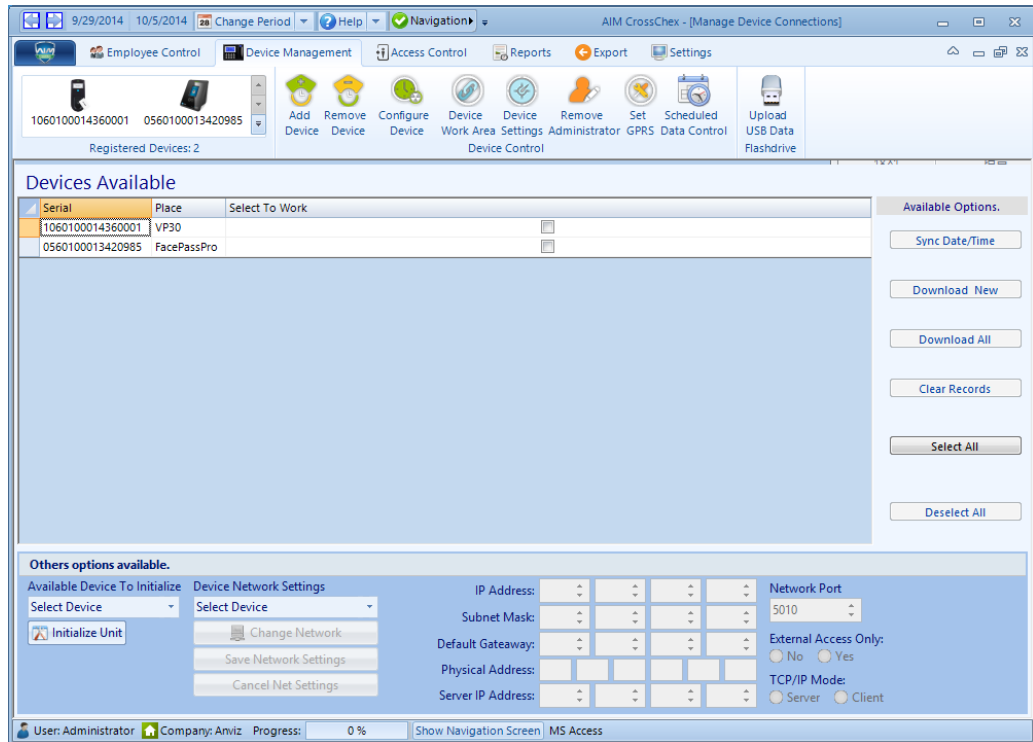
Click “**Verify Settings**” to synchronize the configuration to the device, then “**Save Settings**”

### 6.4. Device Work Area

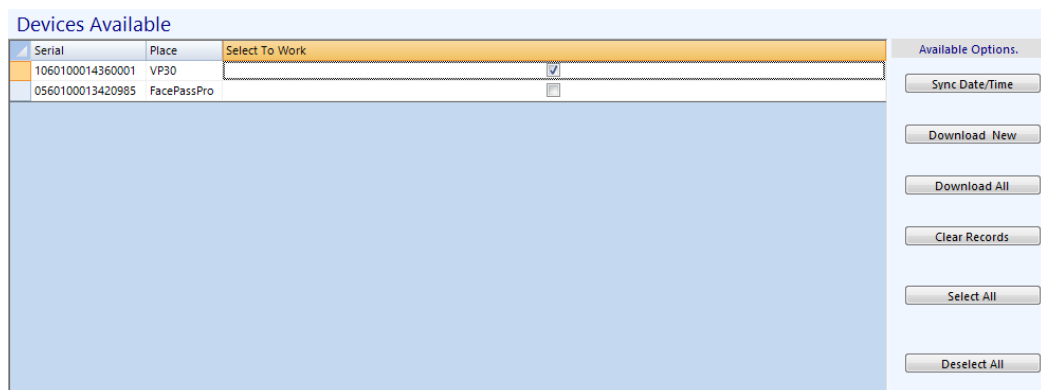
Click on the **"Device Work Area"** button.



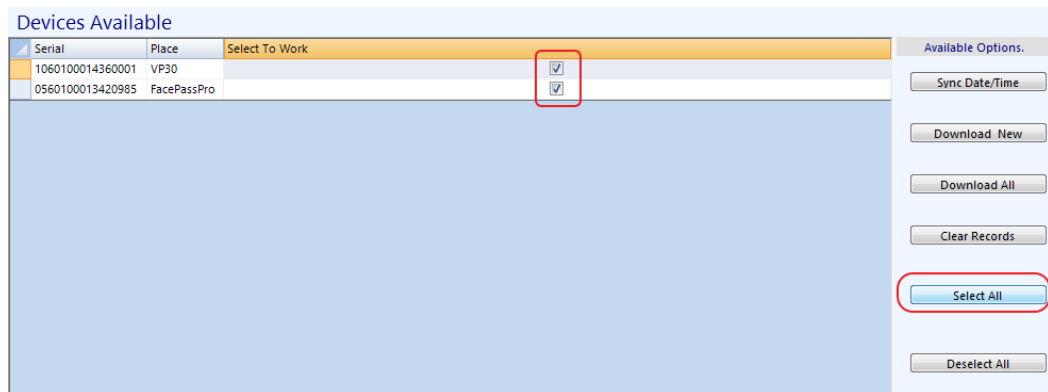
The following window will appear:



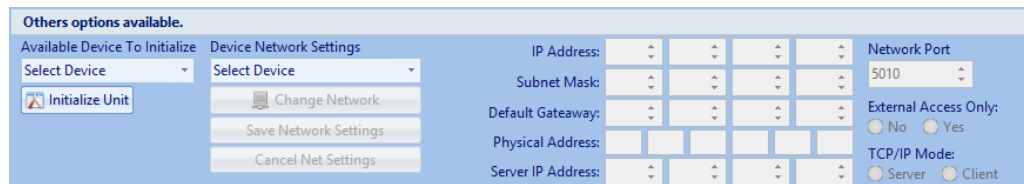
Place a check mark next to the Device you wish to communicate with to synchronize the time, collect time records, or clear records on a device.



To connect all devices at once, click on the **"Select All"** button in the right hand side tool bar.



- **Sync Date/Time** - Once the device/s is selected you can synchronize the time with the computer by clicking it.
- **Download New** - Once the device/s are selected you can download the latest employee time and attendance or access control records stored on the device by clicking this button.
- **Download All** - To collect all records in history from the device
- **Clear Records** - After these records have been downloaded into the software database, you can clear all records from the device by clicking on this button.
- It is recommended to leave the records on the device as long as possible to act as an alternate backup of all of your time records.
- **Deselect All** - To deselect the device/s uncheck the box next to the device or click the " **Deselect All** " button at the bottom.



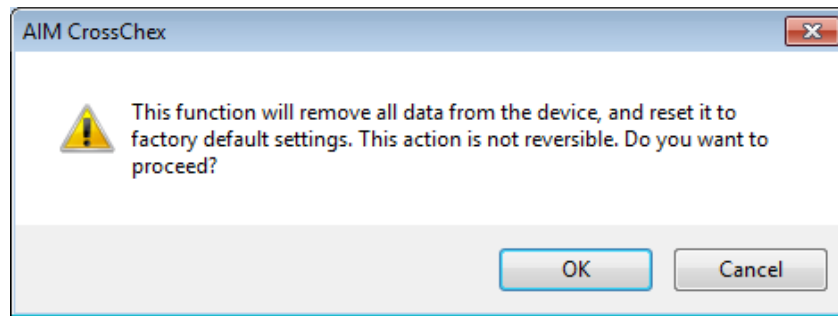
Other optional available:

- Available Device To Initialize:

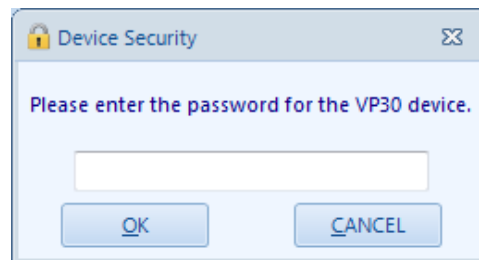
To reset the device to factory default settings, choose the appropriate clock from the drop down list in the bottom right hand corner, then click the "**Initialize Unit**" button.

Initializing the device will erase all users and records from the device.

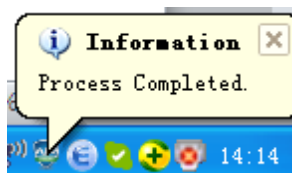
After select the device you want to initialize, Click "**Initialize Unit**" Tab, the following window will appear:



Click "**OK**" tab, software will ask you enter the password for this device.



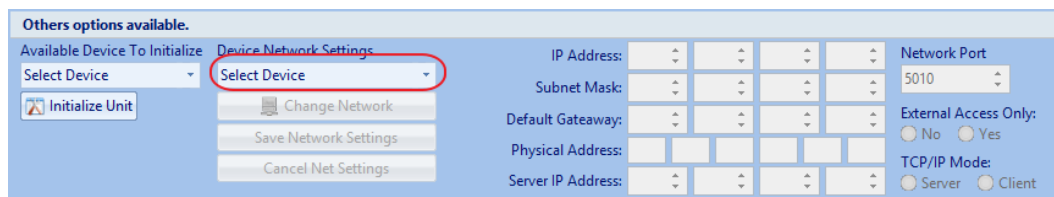
Enter the password you set on "**Configure Device**" page. The system will prompt "**Process Completed**" message.



- Device Network Settings:

With the device connection established through the provided USB cable, you can pre-configure the "**Device Network Settings**" before deployment or installation.

Choose the appropriate device from the drop down list.



Click the "**Change Network**" button.

Device Network Settings

VP30

**Change Network**

Save Network Settings

Cancel Net Settings

IP Address: [ ][ ][ ][ ]

Subnet Mask: [ ][ ][ ][ ]

Default Gateway: [ ][ ][ ][ ]

Physical Address: [ ][ ][ ][ ][ ][ ]

Server IP Address: [ ][ ][ ][ ]

Network Port: 5010

External Access Only: ☐ No ☐ Yes

TCP/IP Mode: ☐ Server ☐ Client

The following Fields will become available.

Device Network Settings

VP30

Change Network

Save Network Settings

Cancel Net Settings

IP Address: 192 168 20 43

Subnet Mask: 255 255 255 0

Default Gateway: 192 168 20 1

Physical Address: 0 181 167 198 179 129

Server IP Address: 172 16 20 17

Network Port: 5010

External Access Only: ☐ No ☐ Yes

TCP/IP Mode: ☒ Server ☐ Client

(If you need assistance with this section, please contact your local IT support representatives.)

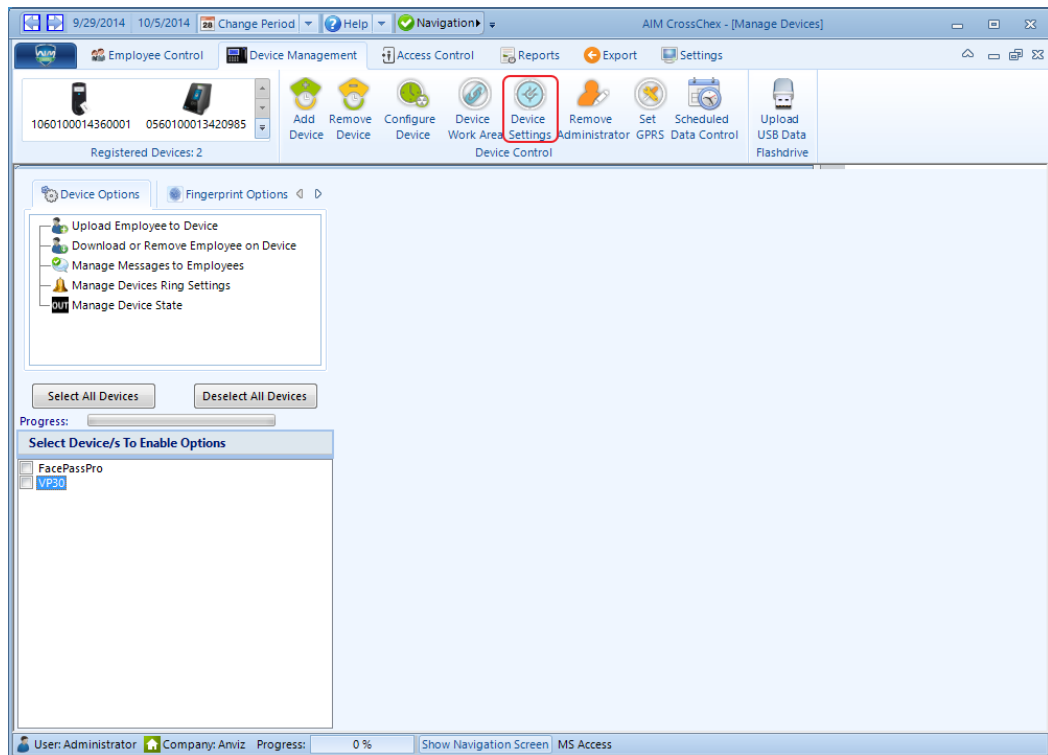
- **IP Address** - The static IP address of the clock on your LAN.
- **Subnet Mask** - The default Subnet Mask of your LAN.
- **Default Gateway** - The default gateway IP address on your LAN.
- **Physical Address** - The MAC address of the device.
- **Server IP Address** - The IP address of the machine that will serve the AIM-CrossChex Professional software.
- **Network Port** - The communication port that the server will use to communicate through the LAN or WAN to the time clock. By default, this port is set to 5010. If this port is already in use on your network, you can change this setting here.
- **External Access Only** - With this option enabled, this device will only be accessible via a server on the WAN. No computer on the local LAN will have access to this device.
- **TCP/IP Mode** - Set the device as Server or Client.  
 Server Mode - With this option enabled, the device will only communicate with the Server IP address configured to the right.  
 Client Mode - With this option enabled, the device will communicate with any or multiple computers that request the time records from the device.

**Note:**

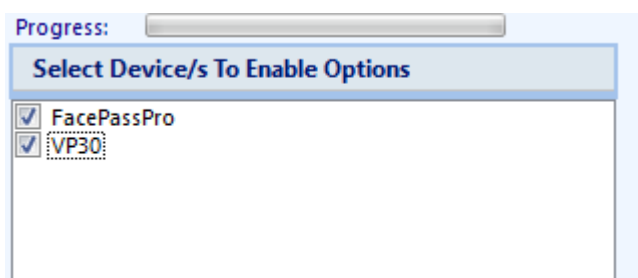
You must currently be connected to the device via USB before it will be available in the drop down list. If all devices are connected, be sure to choose the correct device that you want to restore to default settings.

## 6.5. Device Data Management

To manage data on device, you must have first establish a connection to one or more devices, double click “**Device Management**” Tab, the following window will appear:



To use the links in the Device Options and Fingerprint Options sections, you must select a device in the bottom by placing a check in the box next to the device name.

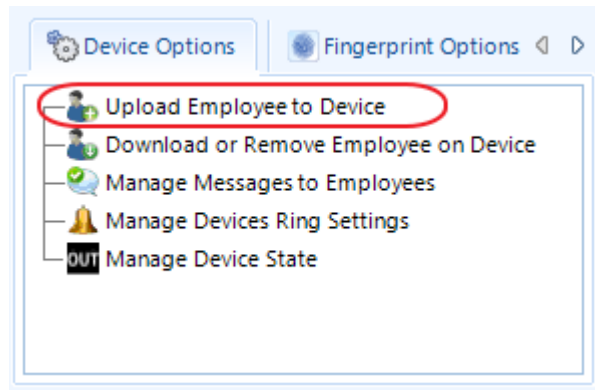


### 6.5.1. Device Options

#### 6.5.1.1. Upload Employee to Device

To upload employee names from the AIM-CrossChex database to the device, select a device to upload the employee to from below and then click on the “**Upload Employee to Device**”. This option is used to upload the employees

profile including the name onto the device so that when the fingerprint sensor is touched, the employees name will display on the screen.



The following window will display:

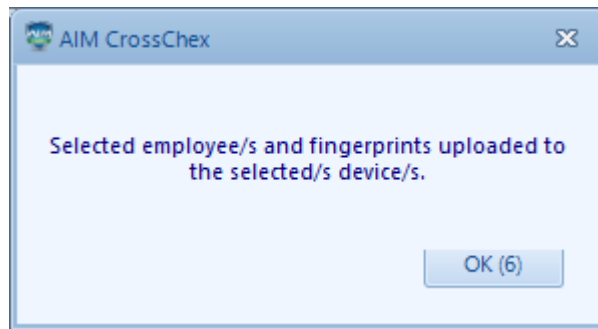
Upload Employee to Device							
Total Employees: 1		Select All		<input type="checkbox"/> If present upload Fingerprint			
Employees Selected: 0		Deselect All		Upload Employees			
First Name	ID Number	Password	Card Number	ID in Device	Type	Identification	Upload To Device
lili	1	0		1	User	0	<input type="checkbox"/>

Choose the employees that you would like to upload to the selected time clock/s by placing a check in the box on the right hand side.

If you would like to upload all employees at once, click the "**Select All**" button up top. This will place a check next to all employees in the list.

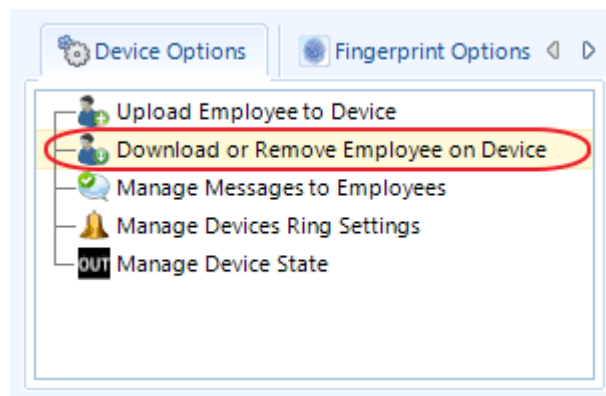
Check the box "**If present upload Fingerprint**", if you would like to transfer fingerprint stored in the database to the device also. This is useful when uploading existing employees to a new device. Then, click the "Upload Employees" button to complete this task.

The following message will appear if this operation is successful:



### 6.5.1.2. Download or Remove Employee from Device

To download or remove an employee from the device, select a device to download or remove the employee from at the bottom, then click on **"Download or Remove Employee on Device"**. This option is used to upload the employees profile including the name onto the device so that when the fingerprint sensor is touched, the employees name will display on the screen.



The following window will display:

Download or Remove Employee/s on Device								
Total Employees: 21		<input type="button" value="Select All"/>		<input type="checkbox"/> Download Fingerprint		<input type="button" value="Download Employees"/>		
Employees Selected: 0		<input type="button" value="Deselect All"/>				<input type="button" value="Remove Employees"/>		
Employee Name	Employee ID	Password	Card	Device	Type	Identification	Select to v	
USER1	1	0	0009928879	560100013420985	User	0		<input type="checkbox"/>
USER2	2	0		560100013420985	User	0		<input type="checkbox"/>
USER3	3	0		560100013420985	User	0		<input type="checkbox"/>
Omer	4	0		560100013420985	User	0		<input type="checkbox"/>
ISMET	5	0		560100013420985	User	0		<input type="checkbox"/>
USER6	6	0		560100013420985	User	0		<input type="checkbox"/>
USER7	7	0		560100013420985	User	0		<input type="checkbox"/>
USER8	8	0		560100013420985	User	0		<input type="checkbox"/>
USER9	9	0		560100013420985	User	0		<input type="checkbox"/>
USER10	10	0		560100013420985	User	0		<input type="checkbox"/>
USER11	11	0		560100013420985	User	0		<input type="checkbox"/>

Choose the employees that you would like to download or remove from the selected device by placing a check in the box on the right hand side.

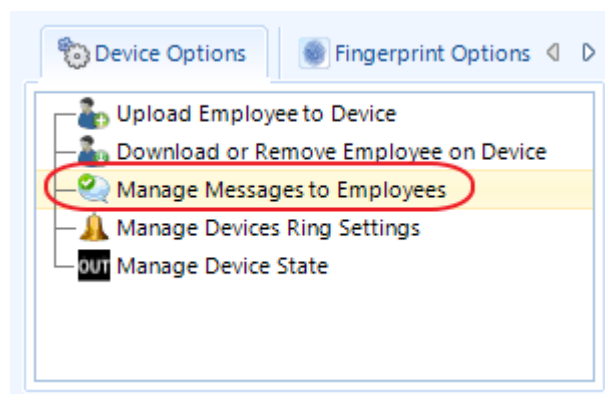
If you would like to download or remove all employees at once, click the "**Select All**" button up top. This will place a check next to all employees in the list.

Employee Name	Employee ID	Password	Card	Device	Type	Identification	Select to v
USER1	1	0	0009928879	560100013420985	User	0	<input checked="" type="checkbox"/>
USER2	2	0		560100013420985	User	0	<input checked="" type="checkbox"/>
USER3	3	0		560100013420985	User	0	<input checked="" type="checkbox"/>
Omer	4	0		560100013420985	User	0	<input checked="" type="checkbox"/>
ISMET	5	0		560100013420985	User	0	<input checked="" type="checkbox"/>
USER6	6	0		560100013420985	User	0	<input checked="" type="checkbox"/>
USER7	7	0		560100013420985	User	0	<input checked="" type="checkbox"/>
USER8	8	0		560100013420985	User	0	<input checked="" type="checkbox"/>
USER9	9	0		560100013420985	User	0	<input checked="" type="checkbox"/>
USER10	10	0		560100013420985	User	0	<input checked="" type="checkbox"/>

Check the box "**Download Fingerprint**" if you would like to download or remove the fingerprint stored in the device also. This is useful when re-enrolling existing employees to make sure that the fingerprint is not repeated in the system during re-enrollment. Then, click the "**Download Employees**" or "**Remove Employees**" button to complete this task.

### 6.5.1.3. Manage Message to Employee

To manage messages to employees from the device, select a device at the bottom, then click on "**Manage Messages to Employees**", this option is used to assign messages to employees so that when the employees punches, the messages will display on the device's screen.



The following window will appear:

#### 6.5.1.3.1. Assign Messages to Employees

Click the **"Load Information"** button to see the current messages on the selected device. The following window will appear:

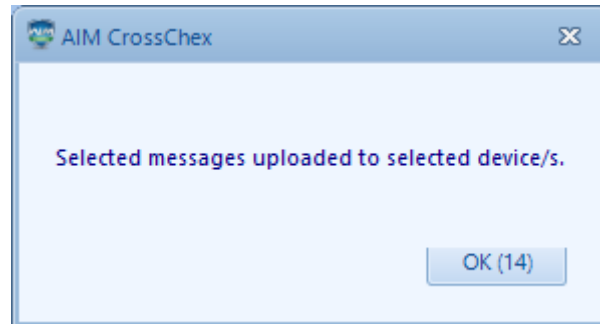
Employee Name	Employee ID	ID on Device	Type	Device	Upload Message	Message
2	2	2	User	VP30	<input type="checkbox"/>	
3	3	3	User	VP30	<input type="checkbox"/>	
4	4	4	User	VP30	<input type="checkbox"/>	
lili	1	1	User	VP30	<input type="checkbox"/>	

To send a message to a single employee, place a check mark in the **"Upload Message"** check box next to the appropriate employee.

In the **"Message"** field, type the message you wish to have display on the device when that employee clocks IN.

Employee Name	Employee ID	ID on Device	Type	Device	Upload Message	Message
2	2	2	User	VP30	<input checked="" type="checkbox"/>	Welcome !
3	3	3	User	VP30	<input type="checkbox"/>	
4	4	4	User	VP30	<input type="checkbox"/>	
lili	1	1	User	VP30	<input type="checkbox"/>	

Select the duration of time that this message will be active and click the **"Assign"** button to save. A pop-up window will appear letting you know that this was successful.



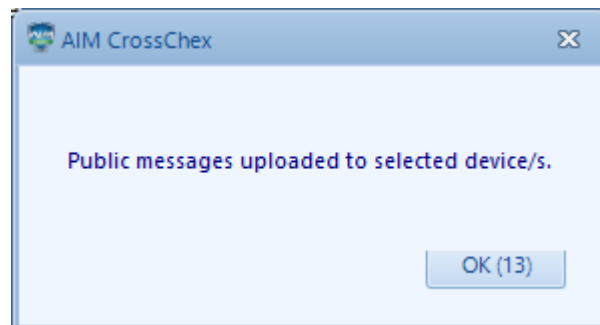
To Assign a Public Message to all employees, select valid time, and simply type the message into the Public Message Field and click the **"Assign Public Message"** button.

Manage Employee Notifications						
Employee Name	Employee ID	ID on Device	Type	Device	Upload Message	Message
2	2	2	User	VP30	<input checked="" type="checkbox"/>	Welcome !
3	3	3	User	VP30	<input type="checkbox"/>	
4	4	4	User	VP30	<input type="checkbox"/>	
lili	1	1	User	VP30	<input type="checkbox"/>	

Total Employees: 4  
 Employees Selected: 1

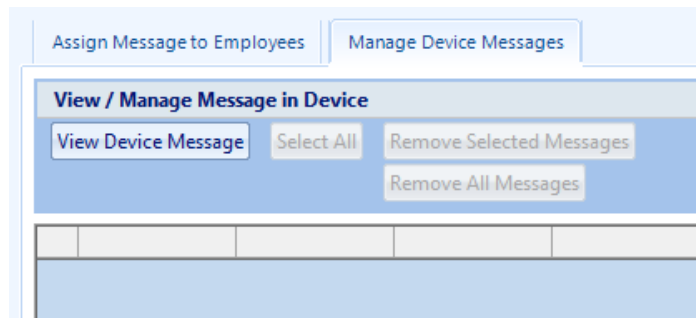
Select All    Assign Message    Valid From: 9/29/2014    Public Message: Welcome to Anviz !  
 Deselect All    Load Information    To: 10/11/2014    Assign Public Message

A pop-up will appear letting you know that this was successful.

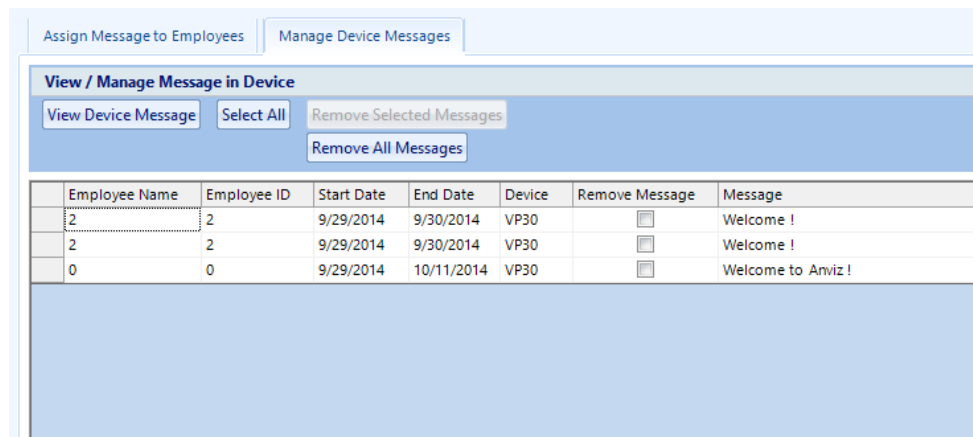


#### 6.5.1.3.2. Manage Device Messages

Click the Manage Device Message Tab and the following window will appear:



Click the **"View Device Messages"** button to see all existing messages that have been saved to the selected device.



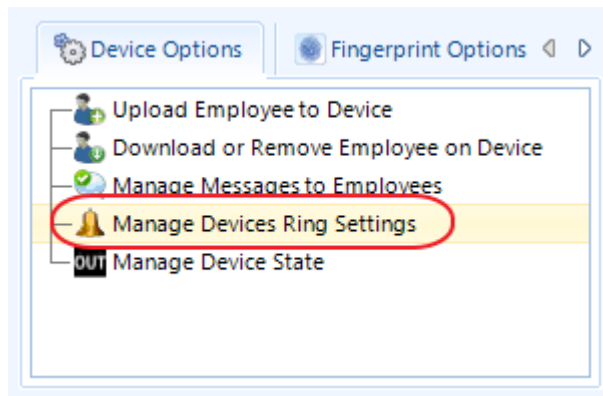
Click either **"Select All Messages"** button or place a check in the check box next to the individual message you wish to remove.

Then click the **"Remove Selected Messages"** button.

You may also remove all messages at once with the **"Remove all Messages"** button.

#### 6.5.1.4. Manage Devices Ring Setting

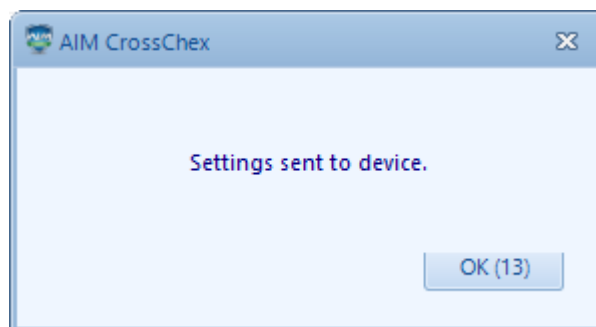
To manage devices ring setting, select a device at the bottom, then, click on **"Manage Devices Ring Setting"**.



The following window will display the device ring setting, you can set the ring time, check the day you want to set from Monday to Sunday, you can set 30 times at most. Click on **“Set Ring Time”** to save the ring setting on device after you set all the ring time.

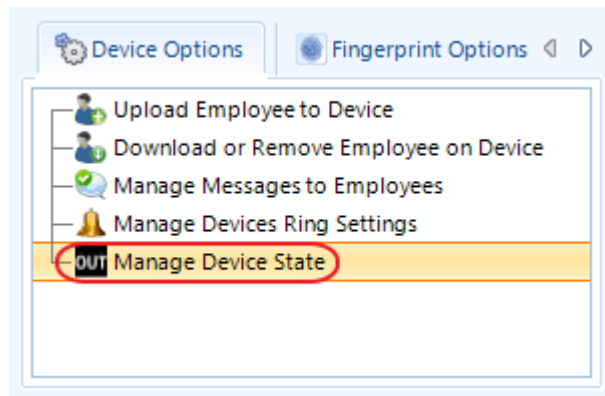
Device Ring Time Settings									
Set Ring Time									
Device	ID	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1060100014360001	1	00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1060100014360001	2	00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1060100014360001	3	00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1060100014360001	4	00:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1060100014360001	5	00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1060100014360001	6	00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1060100014360001	7	00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1060100014360001	8	00:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1060100014360001	9	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	10	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	11	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	12	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	13	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	14	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	15	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1060100014360001	16	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A pop-up will appear letting you know that this was successful.

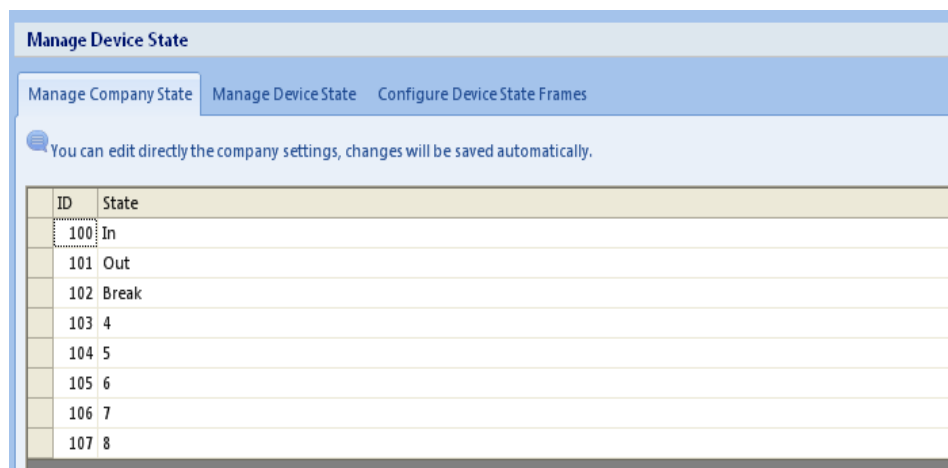


#### 6.5.1.5. Manage Device State

To manage devices state, select devices at the bottom, then click on **“Manage Devices State”**.



The following window will display.



First step we set the company's state. You can set 8 states and it will save automatically.

Next Step is to apply the company setting to the selected device. Just click on **"Send Setting to Device/s"** On **"Manage Device State"** tab will apply company setting to device.

**Manage Device State**

Manage Company State | **Manage Device State** | Configure Device State Frames

ID	State
100	In
101	Out
102	Break
103	4
104	5
105	6
106	7
107	8

Send Settings to Device/s

Last Step is to set device time frames, Click on button “**Load Device/s State Frames**” to display current device state frames, you can select the state and modify the begin time and end time from Monday to Sunday. After complete configuration, click “**Save Device/s State Frames**” to save the settings on device.

**Manage Device State**

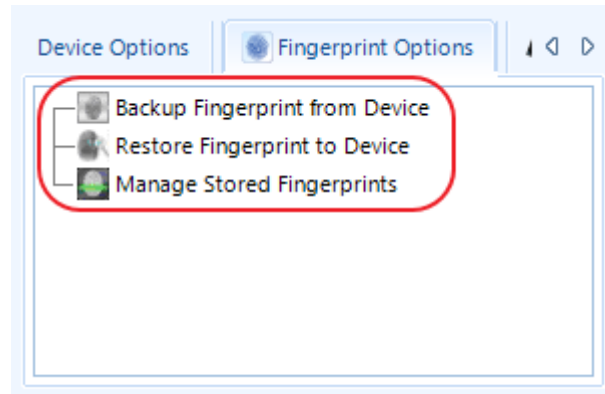
Manage Company State | Manage Device State | **Configure Device State Frames**

Load Device/s State Frames | Save Device/s State Frames

Device	State	Monday Begin	Monday End	Tuesday Begin	Tuesday End	Wednesday Begin
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00
VP30		00:00	00:00	00:00	00:00	00:00

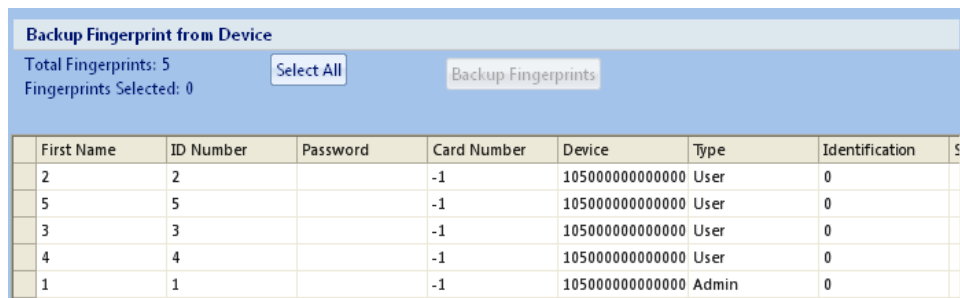
## 6.5.2. Fingerprint Options

To manage Fingerprint:

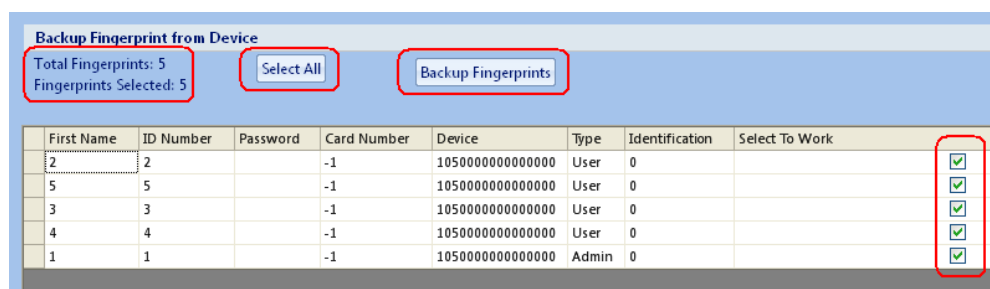


### 6.5.2.1. Backup Fingerprint from Device

Click the "**Backup Fingerprint from Device**" option and the following window will appear:

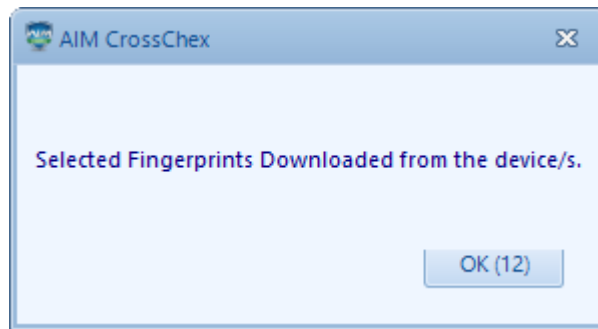


Click the "**Select All**" button or check the fingerprints you wish to backup individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.



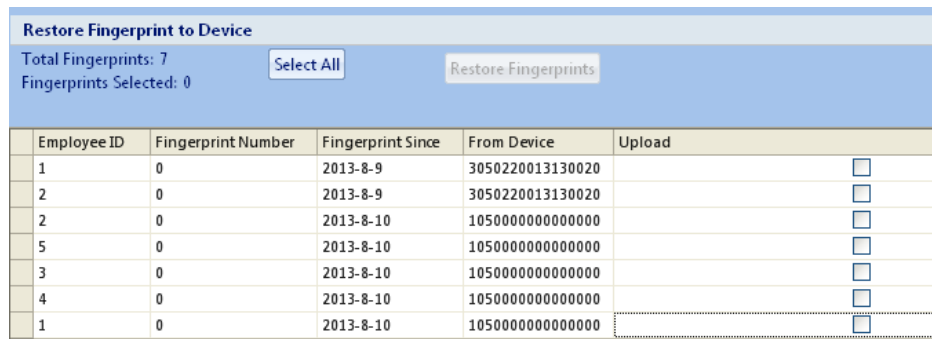
Once all the fingerprints you wish to backup are selected, click the "**Backup Fingerprint**" button to complete this task.

The following window will appear if this operation is successful:

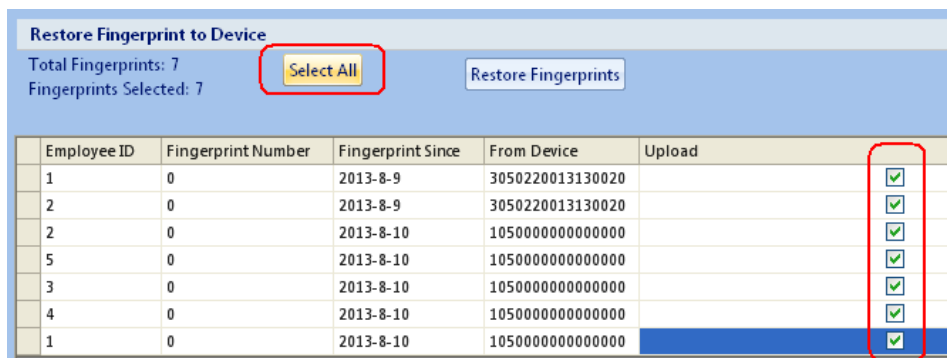


### 6.5.2.2. Restore Fingerprint to Device

Click the "**Restore Fingerprint**" option once the device is selected below and the following window will appear:

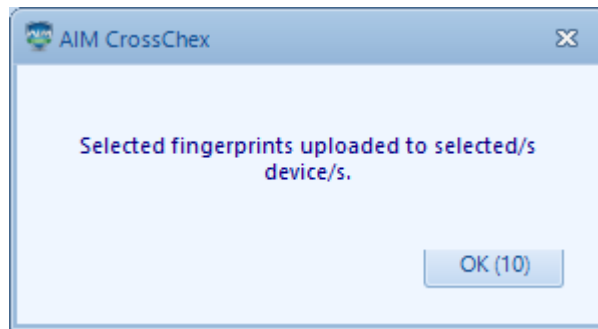


Click the "**Select All**" button or check the fingerprints you wish to restore individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.



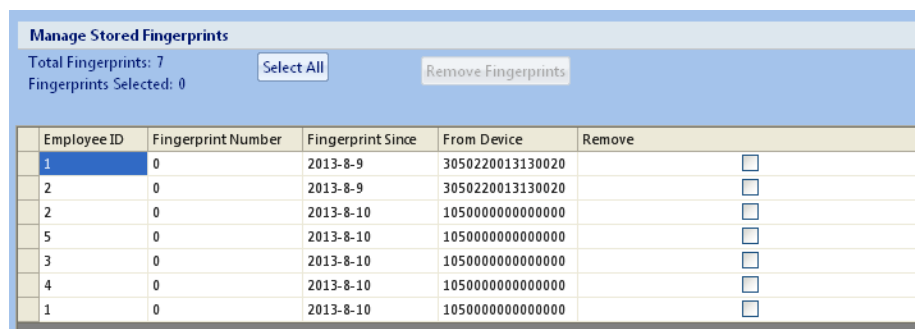
Once all fingerprints have been selected, click the "**Restore Fingerprints**" button to restore fingerprints to the selected Device/s.

The following window will appear if this operation is successful:

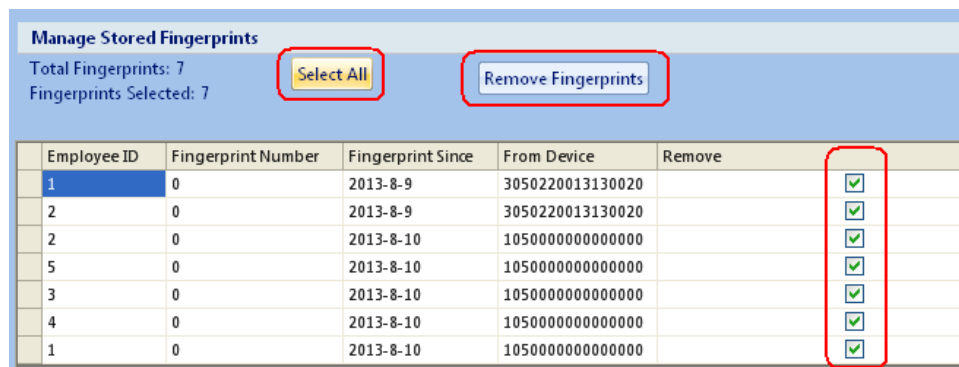


### 6.5.2.3. Managed Stored Fingerprints

Click "**Managed Stored Fingerprints**" and the following window will appear:

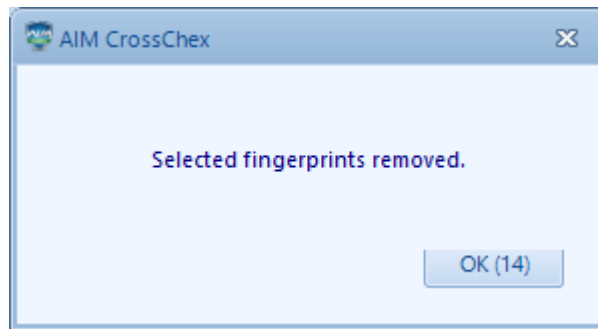


Click the "**Select All**" button or check the fingerprints you wish to remove individually. The total number of fingerprints on the device and total number of fingerprints selected will be displayed in the upper left hand corner.

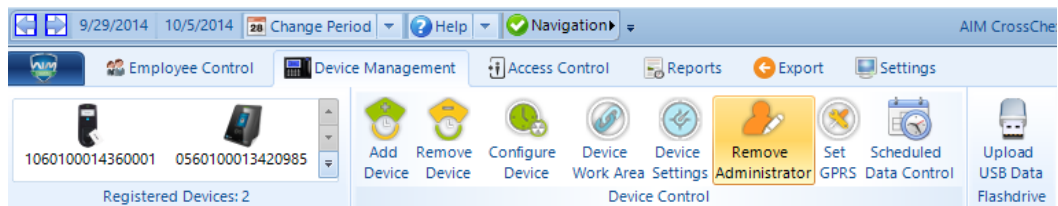


Once all fingerprints have been selected, click the "**Remove Fingerprints**" button to remove fingerprints from the Software.

The following window will appear if this operation is successful:

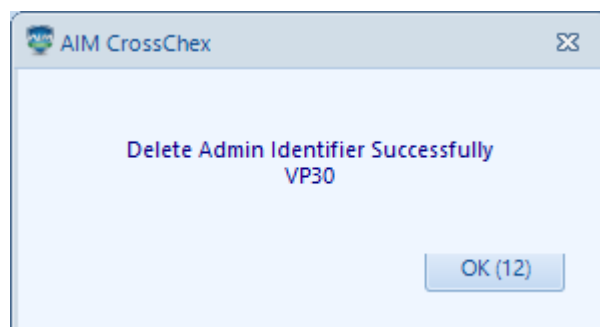


## 6.6. Delete Admin Identifier



Just Click on button “**Delete Admin Identifier**” to delete the selected device’s admin user.

The following window will appear if this operation is successful:



## 6.7. Set GPRS

Click on button “**Set GPRS**” will pop up a window to present current device’s GPRS information.

**Configure GPRS 0110000013170103**

**GPRS Configuration**

APN: CMNET1

Server IP: 180 168 11 30

Port Number: 5012 ☒ Mode

Local IP: 0 0 0 0

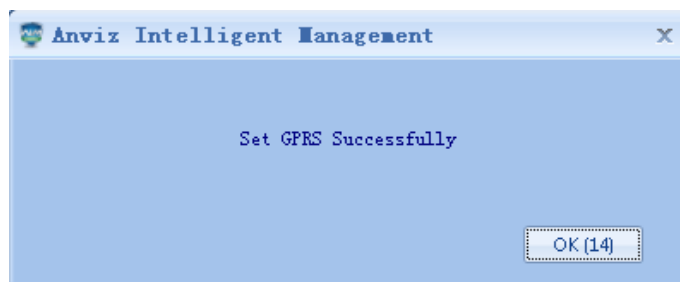
Username: a

Password: b

☒ Set GPRS

Change APN, Server IP, Port Number, Mode, Local IP, Username, Password and Click on button “Set GPRS”.

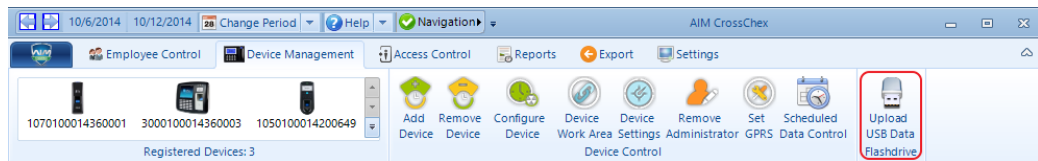
The following message will appear if the operation is successful.



## 6.8. Flash Drive

All time and attendance records are stored locally on the device. If you choose to manage your time clock in a stand-alone environment or if you lose connection to your network or internet and are unable to download the records through the remote database, you may use the USB Upload feature in the AIM-CrossChex application to manually transfer these records from the device into the database.

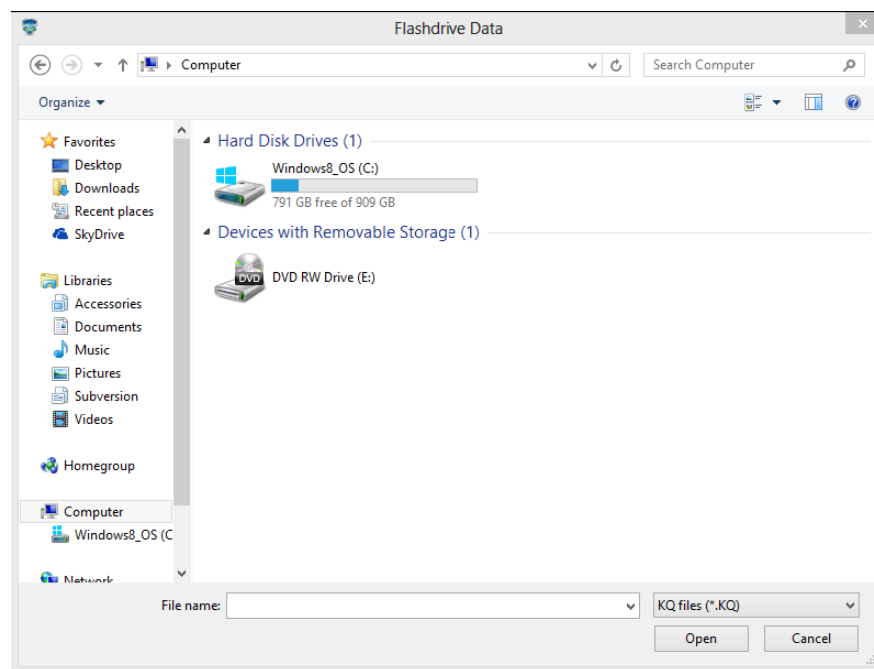
To capture the time records manually from the device, follow the Device Operation Guide for the steps required in this simple procedure. Once these steps are completed, you will have the downloaded employee records on a USB flash drive.



The BAK.KQ file will be located in a folder on the flash drive. Every time you download the records, the file in this directory will be over-written. You **MUST** create a new folder on the flash drive named using the same serial number of the device you have added to the software. Once created, copy the BAK.KQ file from the folder into the new folder labeled with your device serial number. This new folder is the location you will choose to import the files from in the following procedure.

You should have also already added and configured your device in the AIM-CrossChex Software and it should be listed under the Registered Devices section of the Device Management window.

Click on "**Upload USB Data**", the following window will appear:

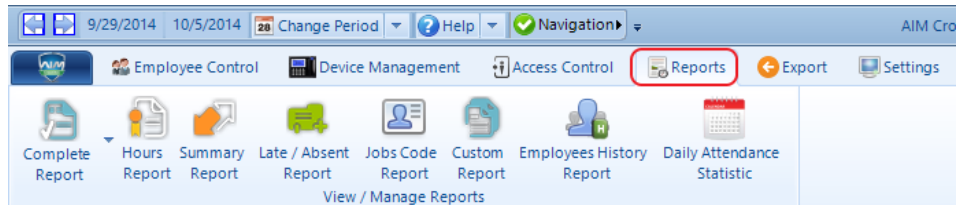


Browse to the USB flash drive directory created above with the device serial number as the name of the folder. Once you locate the filename with the extension ".KQ", highlight it by clicking on the \*.KQ file, then press the "**Open**" button.

This will import the Time records for the employees who are enrolled and use this specific device. Repeat these steps for any additional USB flash drive which has employee time and attendance records from other offline devices.

## 7. Report

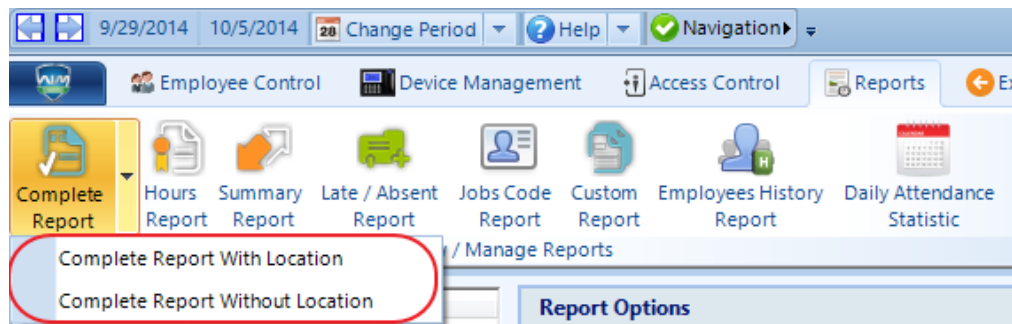
To run Time and Attendance reports, Click on the **"Reports"** tab.



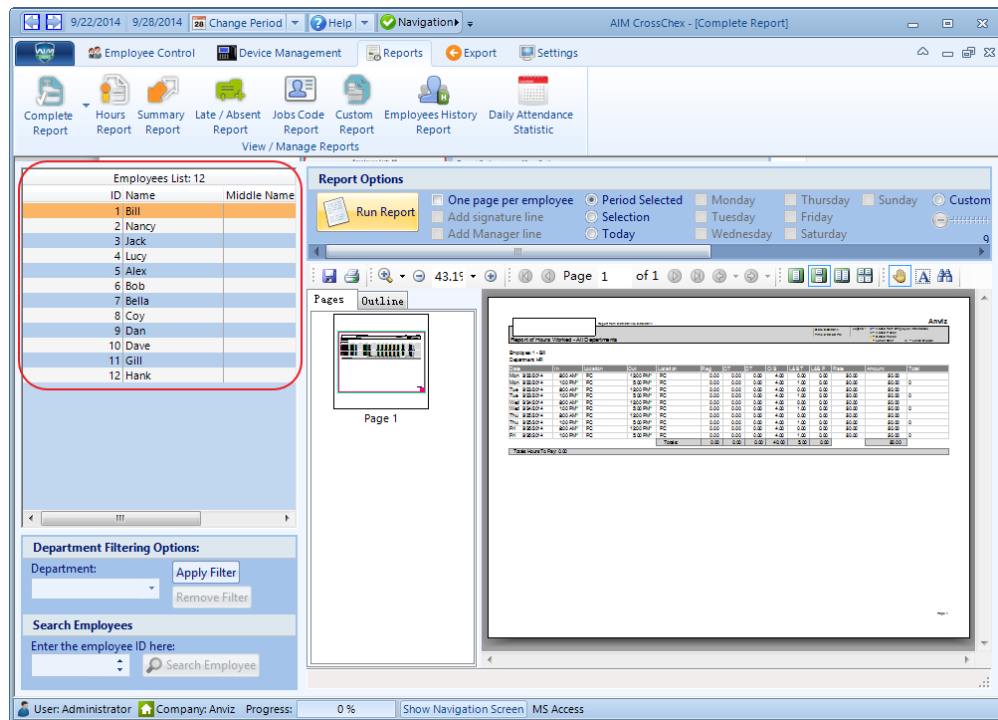
### 7.1. Complete Report

Choose the **"Complete Report"** to display a detailed Basic report. You can choose to run the report with the location name included or without the location name included.

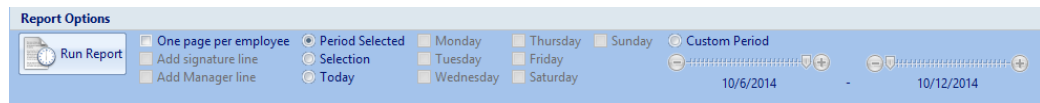
- **The Complete** - With Location report will display the time clock location name next to each punch in a landscape mode report.
- **The Complete** - Without Location report will not display the location name of the time clock for each punch, and will display in portrait mode.



- 1 Select an employee or group of employees from the **"Employee List"** to include in this report. If no employees are selected, the report will include all employees in the list starting from the top and working through to the bottom of the list.



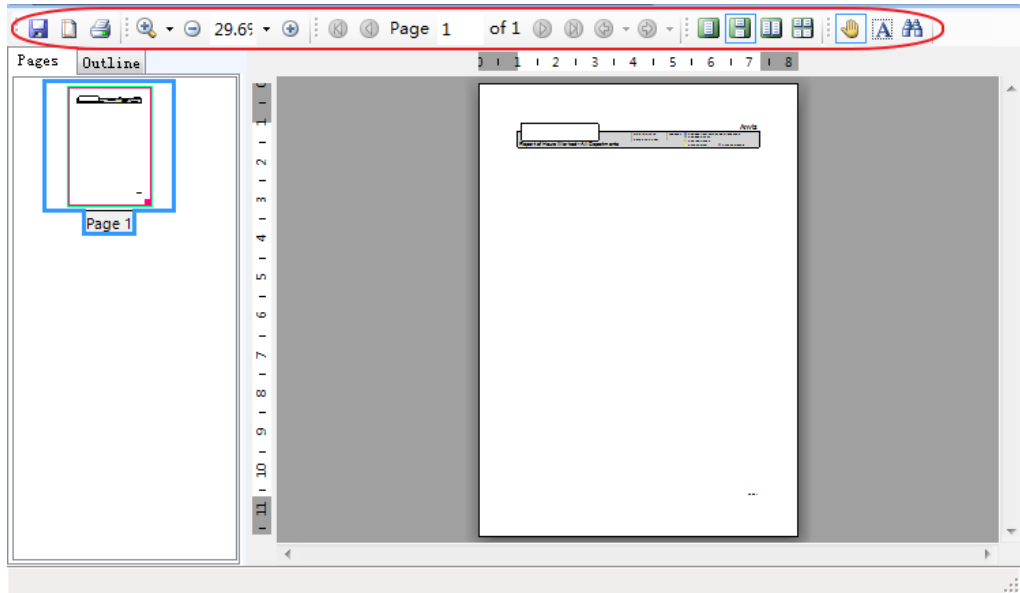
2 Choose how you would like the report to display using the view options.



- **One Page Per Employee** - this option runs the report displaying only one use per page.
- **Add Signature Line** - When One Page per employee is selected, this option adds an Employee signature line at the bottom of the report.
- **Add Manager Line** - When One Page per employee is selected, this option adds a Manager signature line at the bottom of the report.
- **Period Selected** - This option will run the report for the date period chosen in the Title Bar of the application.
- **Selection** - This option will allow you to select the specific days of the week during the pay period above to include in this report. When Selection is chosen, the days of the week check boxes will become available.
- **Today** - This option will run the report for the current day only.
- **Custom Period** - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be selected is 26 pay periods in the history or 26 pay periods in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

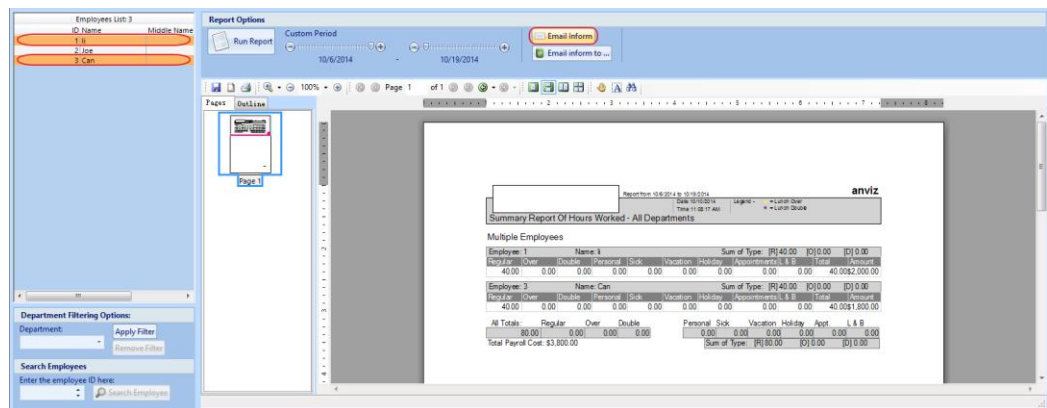
3 Once view options have been selected, click on the **"Run Report"** button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

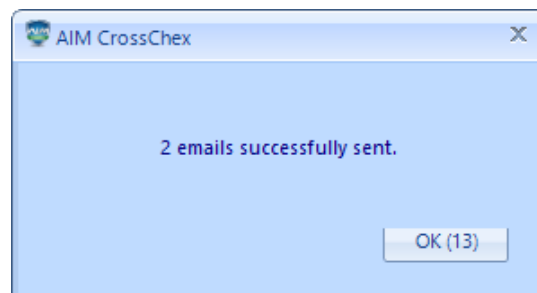


## Email report:

**Email inform:** Click “Email Inform” button, the software will send an email containing the report to the employee you choose in list.



The following window will pop up when successfully sent the emails.



**Note:** Make sure each employee gets a available email address in employee information.

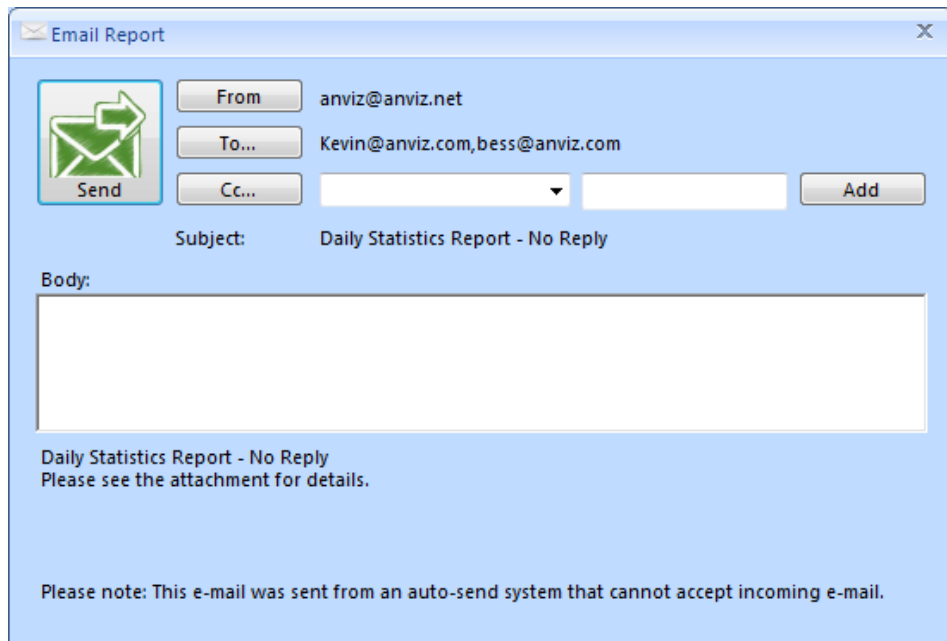
The screenshot displays the AIM CrossChex User Manual interface. On the left, there is a 'Search Employee' section with a 'Find Employee' button. Below it, an 'Employees List: 3' table shows three entries: 1. li, 2. Joe, and 3. Can. The first entry, 'li', is highlighted with an orange oval. To the right of the list is a 'Photo' section with a placeholder image and 'Manage' and 'Remove' buttons. Below the photo is a 'Time Employed' section showing 'Time: Today' and 'Score: 100'. Further right is a 'Form' section with fields for 'First', 'Middle', 'Last', 'Address', 'Phone', 'Mobile', 'Email', 'ID On Device', and 'Device Password'. The 'Email' field is highlighted with a red oval and contains the text 'bess@anviz.com'. At the bottom right, there are tabs for 'Salary Information', 'Company Information', 'Device Options', and 'Fingerprint Enroll...'. The 'Salary Information' tab is active, showing fields for 'Department', 'Position', 'Hourly Rate', 'Maximum Vacation Hours', and 'Maximum Sick Hours'.

#### Email inform to.....:

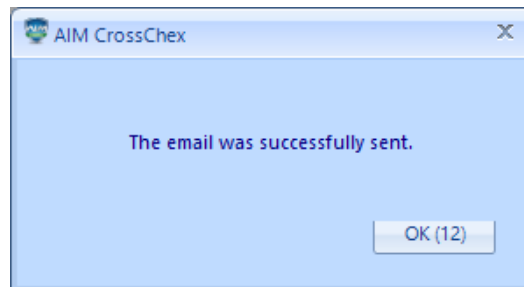
1. Click the “Email inform to....” Button. The following window will pop up. Input the email address that will receive the report. And click “OK”.

The screenshot shows a 'Send Report To...' dialog box. It has a title bar with a close button (X). The main text area contains the instruction: 'Enter the email address of the person that will receive the report.' Below this text is a text input field containing the email address 'Kevin@anviz.com'. To the right of the input field are two buttons: 'OK' and 'Cancel'.

2. Input the email content, and click “Send” button on top left corner. You also can add email address on copy.

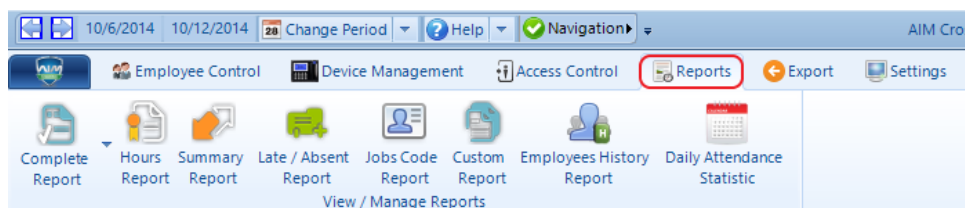


The following window will pop up when successfully sent the emails.

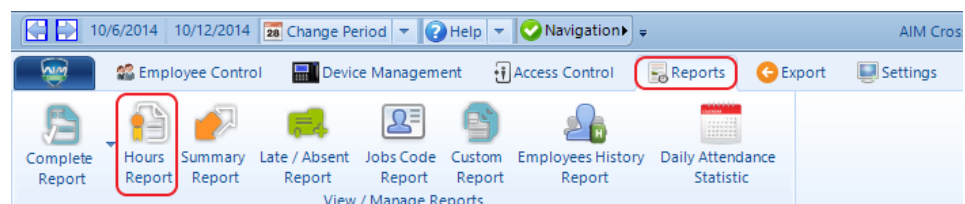


## 7.2. Hours Report

To run Hours reports, Click on the "Reports" tab.



Choose the "Hours Report" to display total hours on report.



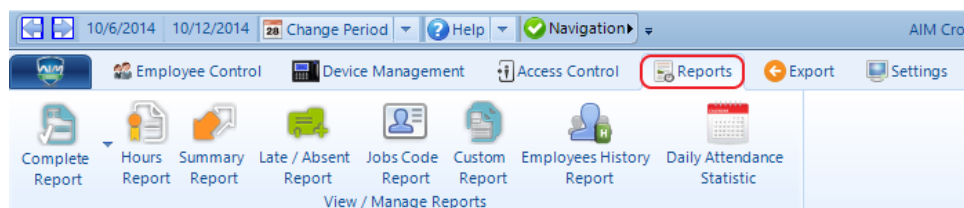
1. Select an employee or group of employees from the "Employee List" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
2. Choose how you would like the report to display using the view options. Refer to Chapter 7.1 for detail of view options.
3. Once view options have been selected, click on the "Run Report" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

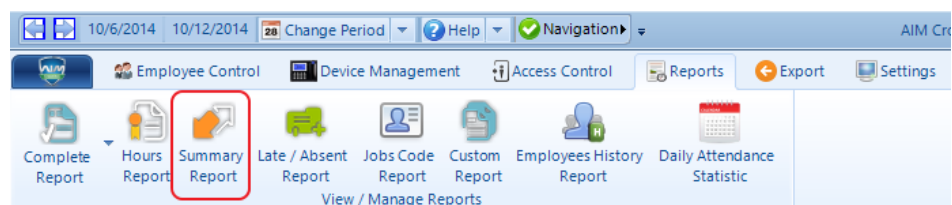
About email report, please refer to Chapter 7.1 "Email Report".

## 7.3. Summary Report

To run Time and Attendance reports, Click on the "**Reports**" tab.



Choose the "**Summary Report**" to display total hours on report.



1. Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
2. Choose how you would like the report to display using the view options.



**Custom Period** - This option allows you to select a custom range of pay periods to run a report for. The maximum number of pay periods that can be

selected is 26 pay periods in the history or in the future. This gives you the ability to run a report for up to 1 fiscal year or more depending on your payroll frequency setting.

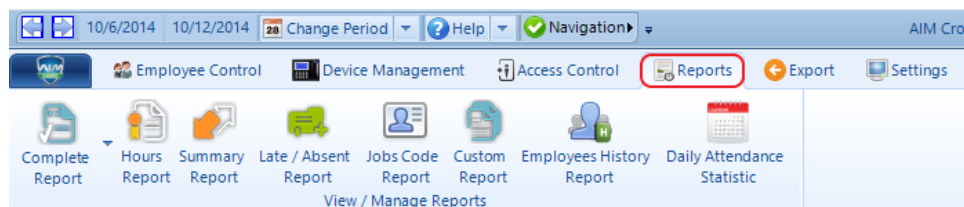
- 3 Once view options have been selected, click on the **"Run Report"** button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

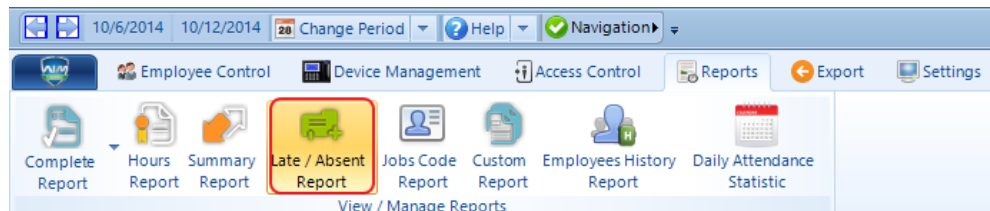
About email report, please refer to Chapter 7.1 "Email Report".

## 7.4. Late/Absent Report

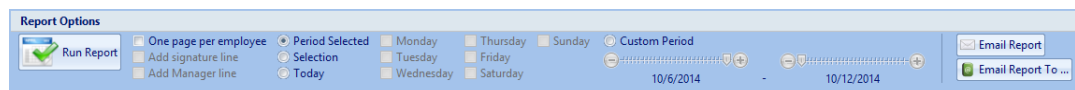
To run Late/Absent reports, Click on the **"Reports"** tab.



Choose the **"Late/Absent Report"** to display the list of employees who clocked in late for their shift within the date range specified.



- 1 Select an employee or group of employees from the **"Employee List"** to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
- 2 Choose how you would like the report to display using the view options. Refer to Chapter 7.1 for detail of view options.



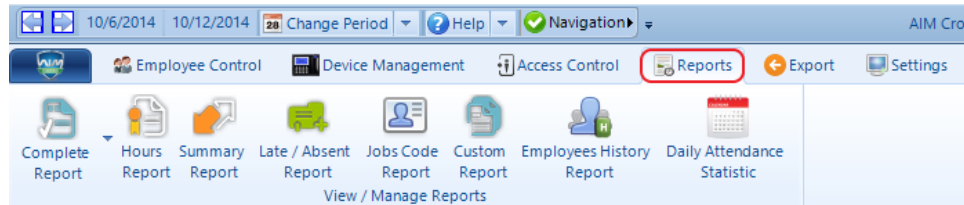
- 3 Once view options have been selected, click on the **"Run Report"** button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

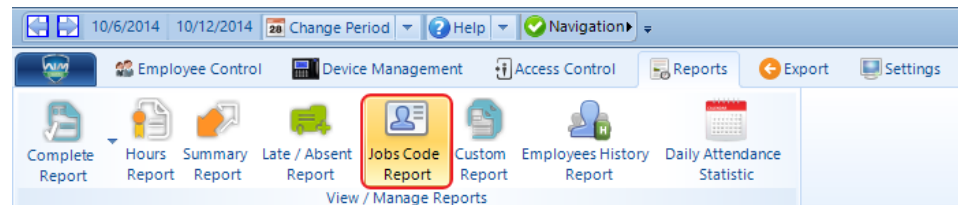
About email report, please refer to Chapter 7.1 "Email Report".

## 7.5. Jobs Code Report

To run Job Codes reports, Click on the **"Reports"** tab.

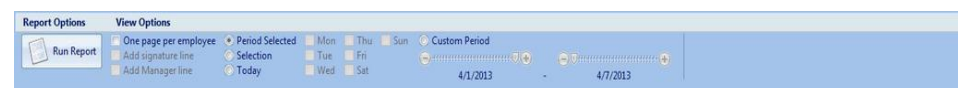


Choose the **"Jobs Code Report"** to display employee work performance across all job codes in report format.



Select an employee or group of employees from the **"Employee List"** to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.

4. Choose how you would like the report to display using the view options. Refer to Chapter 7.1 for detail of view options.

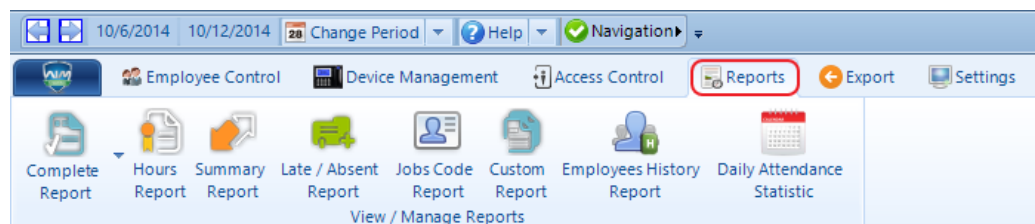


Once view options have been selected, click on the **"Run Report"** button to get the report.

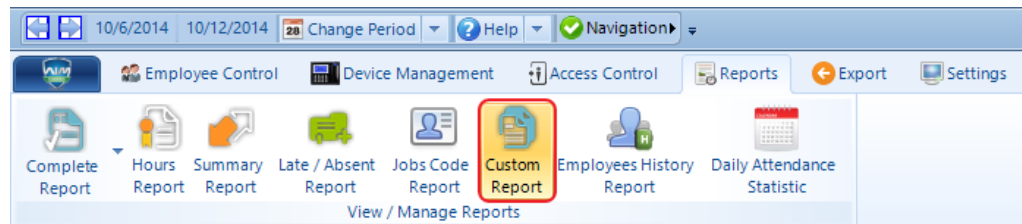
About email report, please refer to Chapter 7.1 "Email Report".

## 7.6. Custom Report

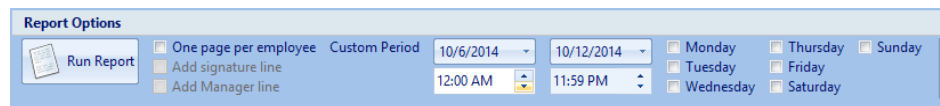
To run Time and Attendance reports, Click on the **"Reports"** tab.



Choose the **"Custom Report"** to display a report across a custom date range.



- 1 Select an employee or group of employees from the "**Employee List**" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
- 2 Choose how you would like the report to display using the view options. You can choose the period you need for report.



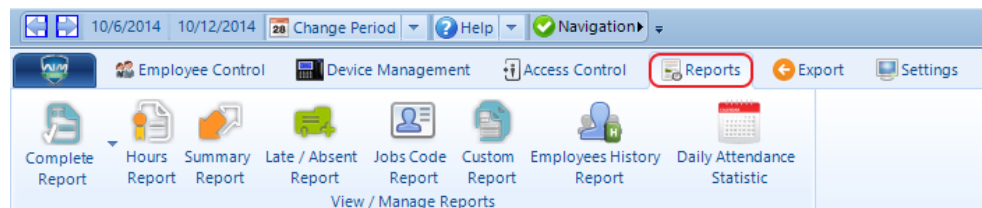
- 3 Once view options have been selected, click on the "**Run Report**" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

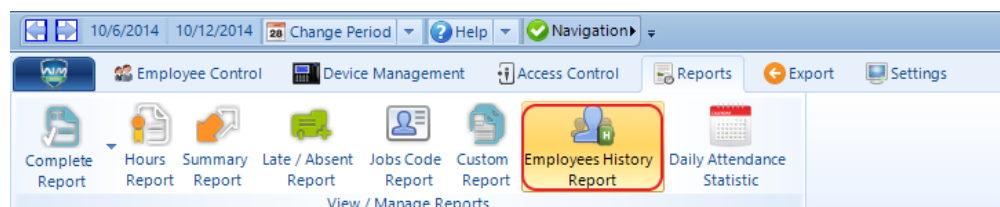
About email report, please refer to Chapter 7.1 "Email Report".

## 7.7. Employees History Report

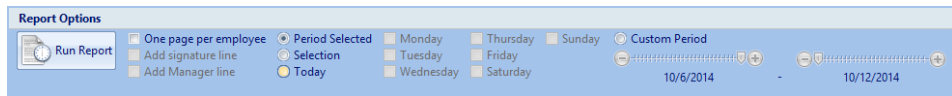
To run Time and Attendance reports, Click on the "Reports" tab.



Choose the "Employee History Report" to display a report across a custom date range.



- 1 Select an employee or group of employees from the "Employee List" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
- 2 Choose how you would like the report to display using the view options.



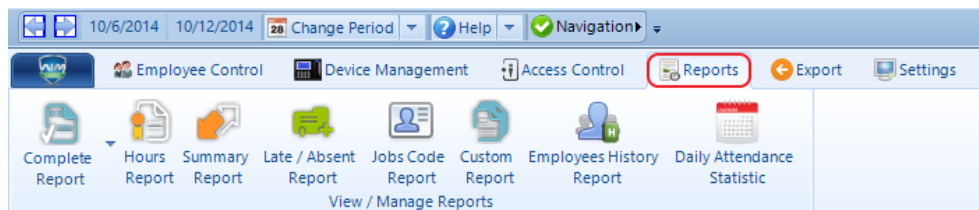
- 3 Once view options have been selected, click on the "Run Report" button.

The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.

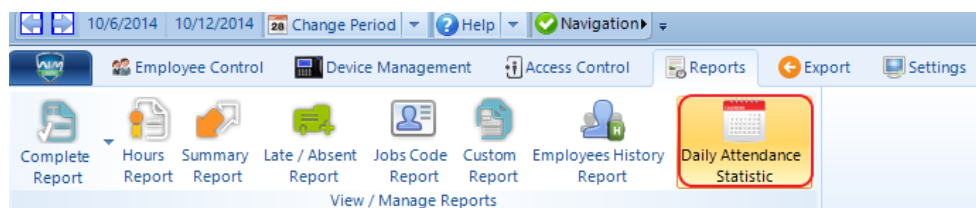
About email report, please refer to Chapter 7.1 "Email Report".

## 7.8. Daily Attendance Statistic

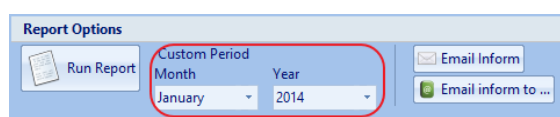
To run Time and Attendance reports, Click on the "Reports" tab.



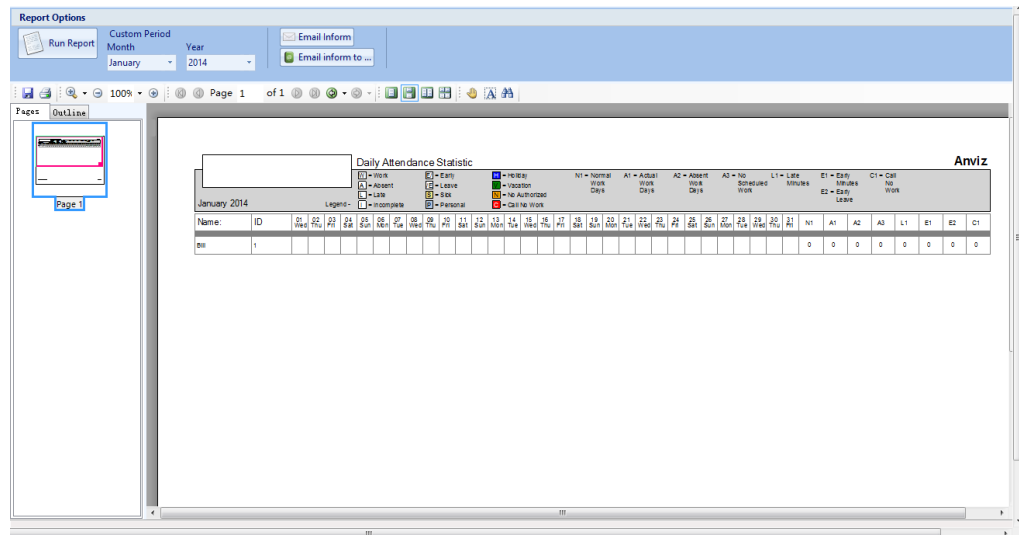
1. Choose the "Daily Attendance Statistic" to display a report across a custom date range.



2. Select an employee or group of employees from the "Employee List" to include in this report. If no employees are selected the report will include all employees in the list starting from the head and working through to the bottom.
3. Choose how you would like the report to display using the view options.



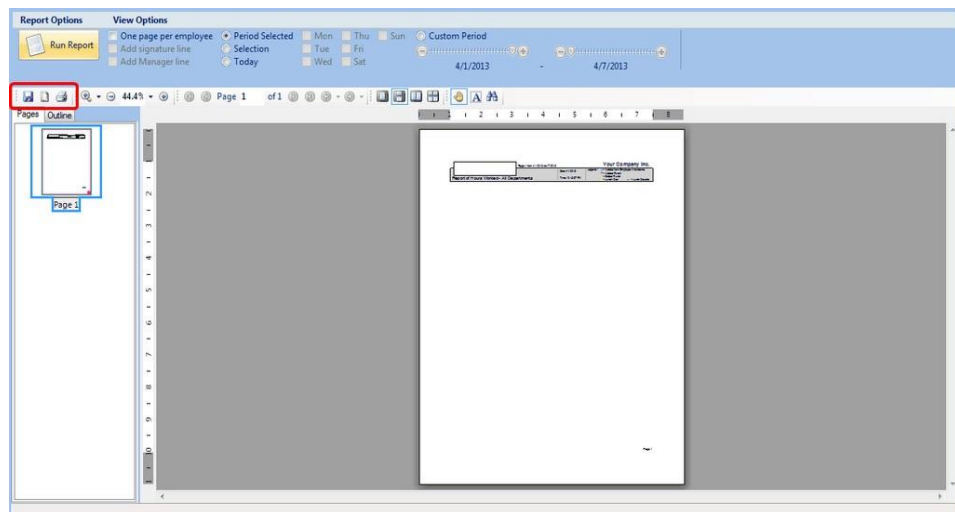
- The report preview gives you many options to display and easily verify the reports on the screen. Take advantage of the many viewing and archiving features available in the top bar of the preview window.



About email report, please refer to Chapter 7.1 "Email Report".

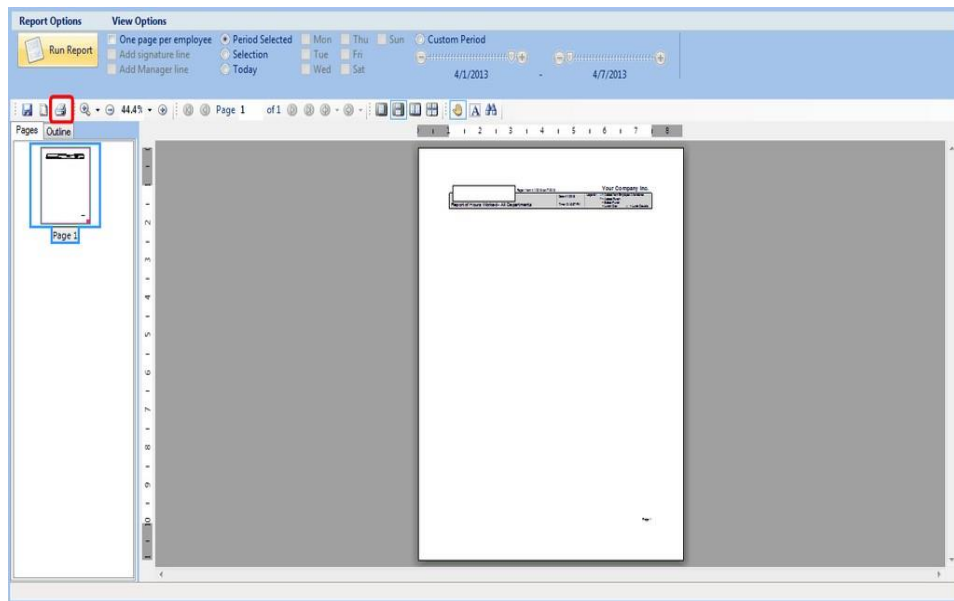
## 7.9. Print and Save Reports

The reports allow you to run and view reports of the collected time records. You may also print the reports or save them as the following file types: .pdf, .xls, .xlsx, .emf, .tiff, .bmp, .jpg, .png, .jpg, .gif

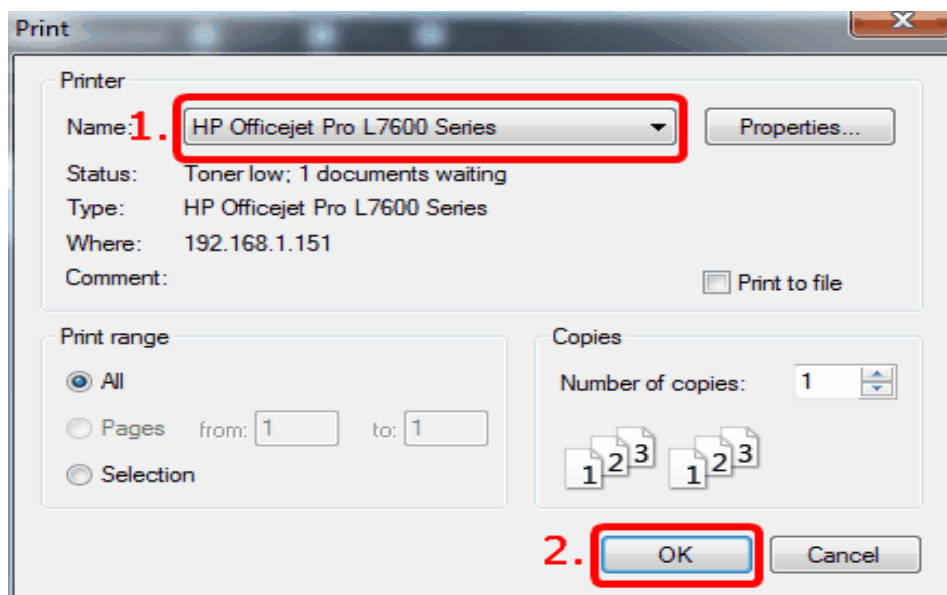


### 7.9.1. Print Reports

To print a report, simply click the "**Printer**" icon in the upper left hand corner of the Report View Window.



The "Print" pop-up window will appear:

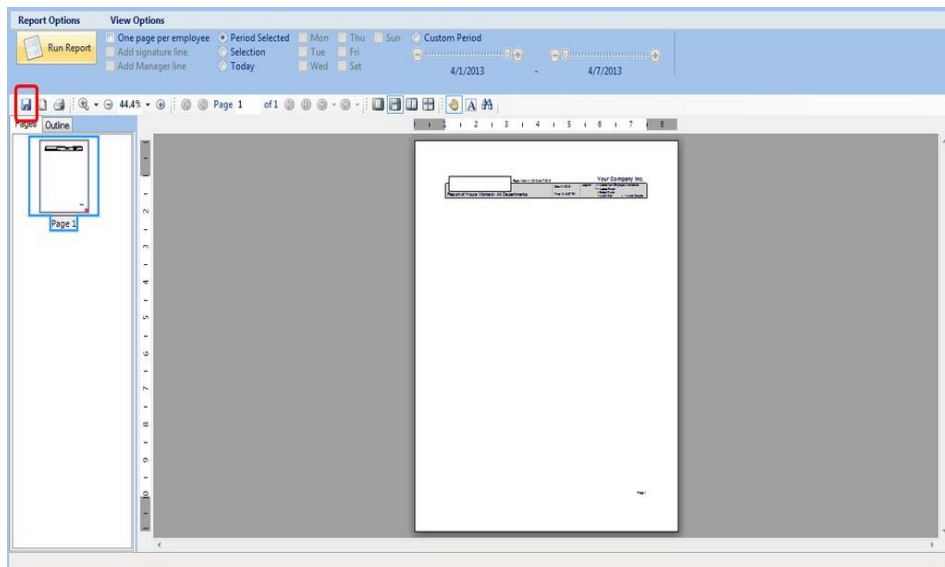


- 4 Select the printer that you would like to print this report.
- 5 Click the "OK" button at the bottom of the window to start the print job.

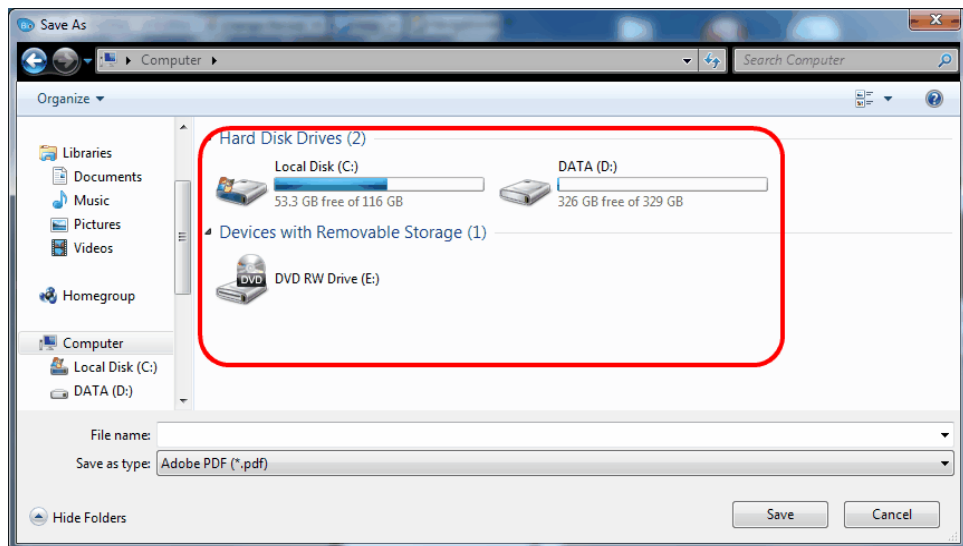
## 7.9.2. Save Report in Excel

To save a report in an Excel file format, complete the following steps:

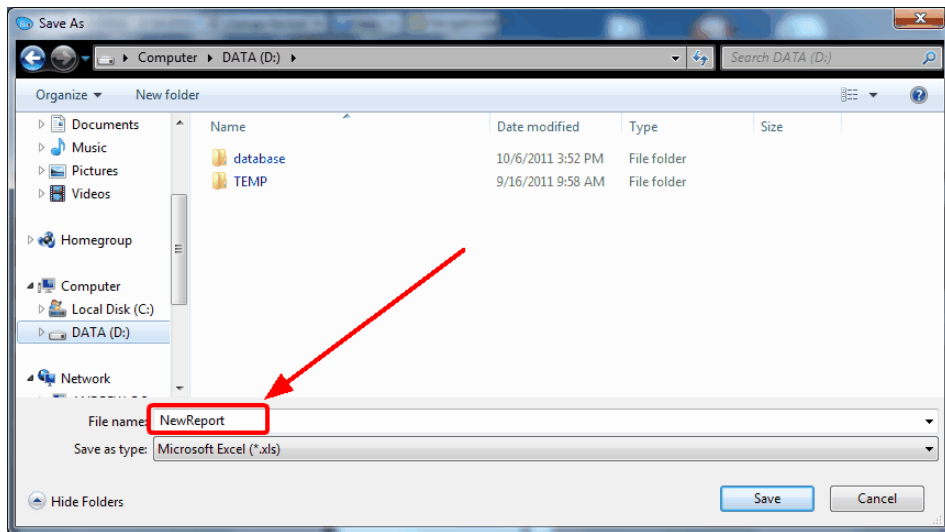
- 1 Click on the "Save As" icon in the upper left hand corner of the Report View window.



- 2 The "**Save As**" popup window will appear:



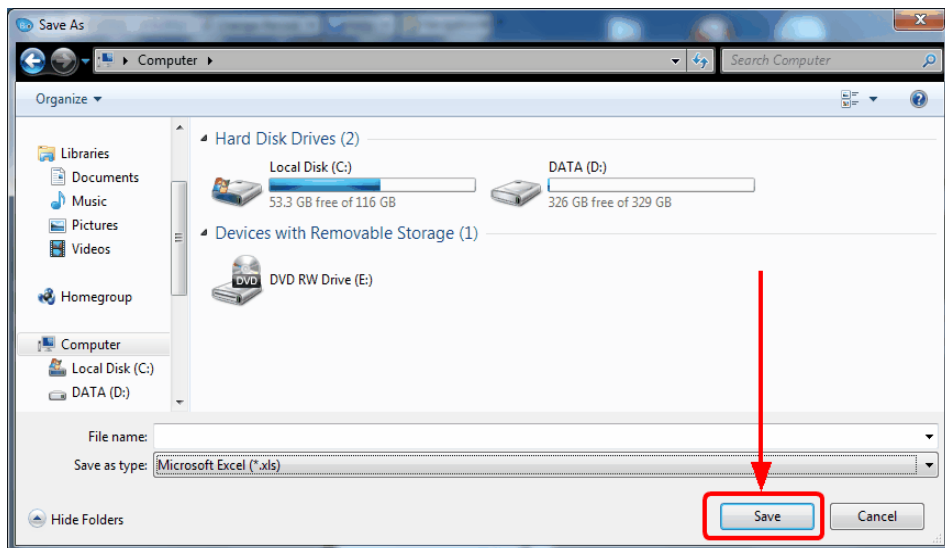
- 3 Browse to a location to save the Excel File.



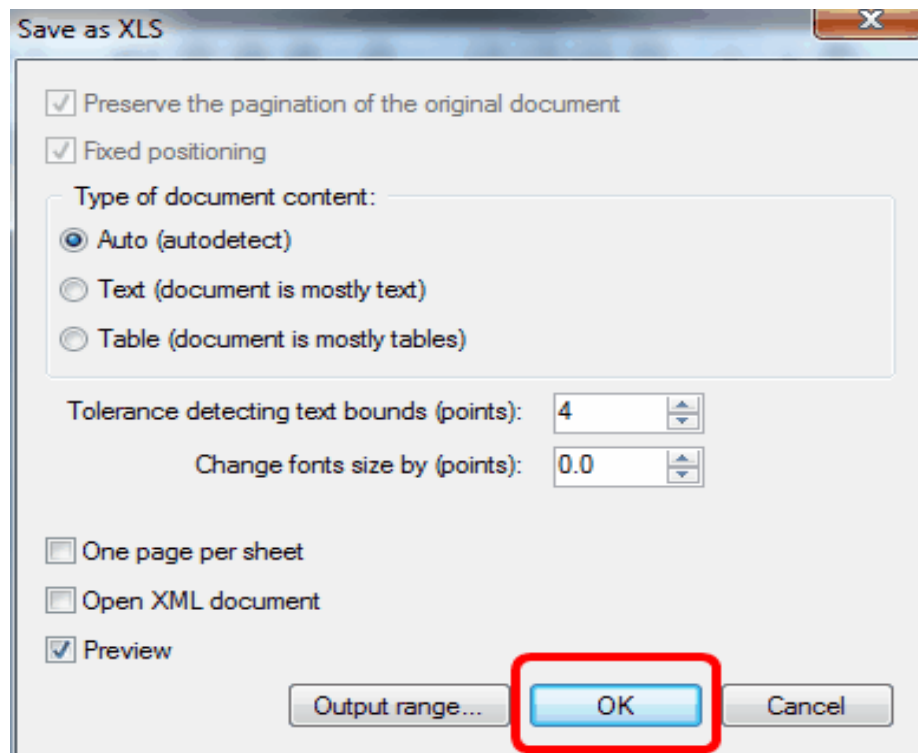
- 4 Type a name for this report, then select the File type \*.xls from the "**Save as Type**" dropdown menu.

Adobe PDF (\*.pdf)  
 Open XML Excel (\*.xlsx)  
 Microsoft Excel (\*.xls)  
 Rich Text Format (\*.rtf)  
 Enhanced metafile (\*.emf)  
 Tiff image (\*.tiff)  
 Png image (\*.png)  
 Jpeg image (\*.jpg)  
 Gif image (\*.gif)  
 Bmp image (\*.bmp)

- 5 Click the "**Save**" button at the bottom of this popup window.



- 6 A popup will appear which allows you to choose certain options that you want to apply when saving the report.



7 Select all default and click the "OK" button.

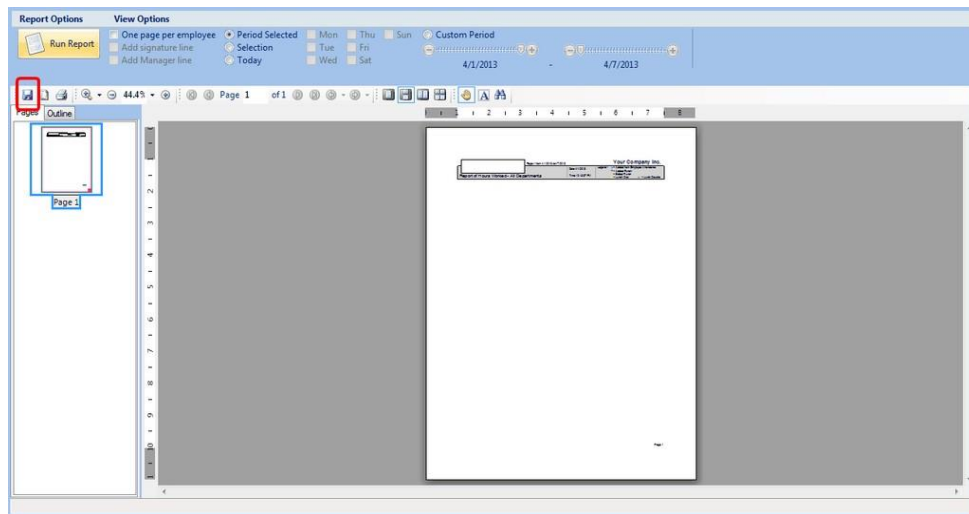
If Microsoft Excel is installed on your machine, once saved, the file will automatically open in Excel. The following is a preview of an AIM-CrossChex Report in Excel:

Date	In	Out	Reg	OT	DT	O/S	L&B T	L&B P	Rate	Amount	Total
Mon2/13/2012	7:29 AM	5:51 PM	10:22	0:00	0	0:00	0:00	0:00	\$8.50	\$0.00	10:22
Tue2/14/2012	7:41 AM	5:47 PM	10:06	0:00	0	0:00	0:00	0:00	\$0.00	\$0.00	10:06
Wed2/15/2012	7:41 AM	6:04 PM	10:23	0:00	0	0:00	0:00	0:00	\$0.00	\$0.00	10:23
Thu2/16/2012	7:36 AM	5:20 PM	9:44	0:00	0	0:00	0:00	0:00	\$0.00	\$0.00	9:44
Fri2/17/2012	7:35 AM	5:18 PM	9:43	0:00	0	0:00	0:00	0:00	\$0.00	\$0.00	9:43
Totals			50:18	0:00	0:00	0:00	0:00	0:00		\$0.00	

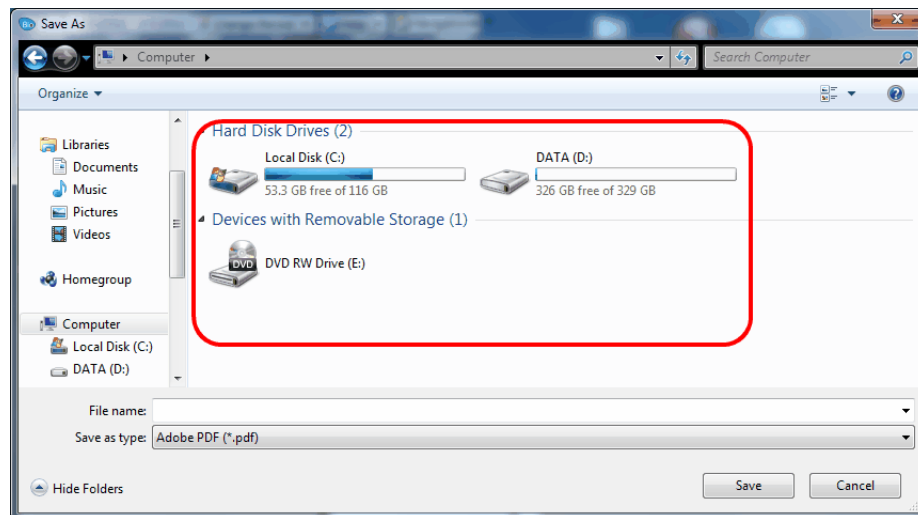
### 7.9.3. Save Report as PDF

To save a report in an Adobe PDF file format, complete the following steps:

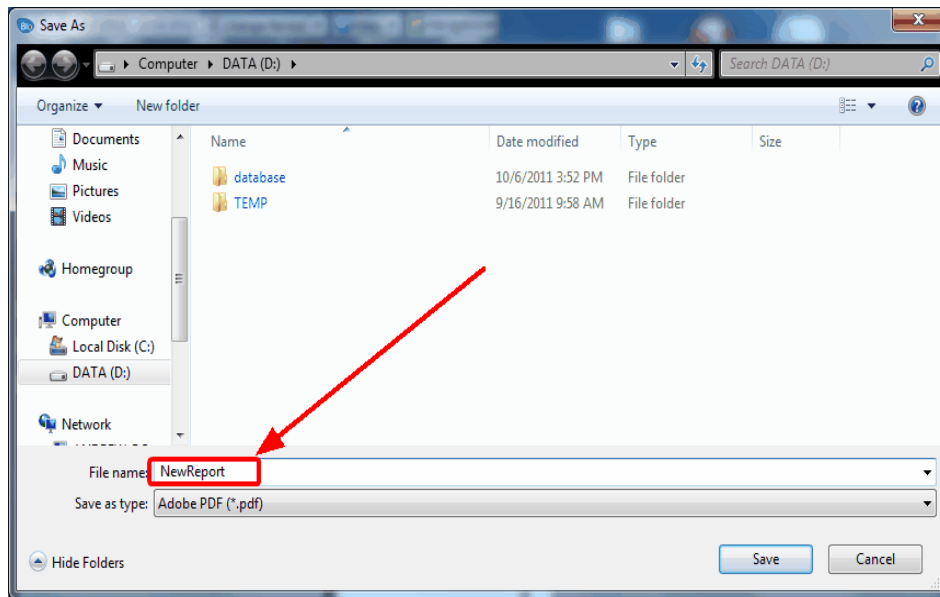
- 1 Click on the "Save As" icon in the upper left hand corner of the Report View window.



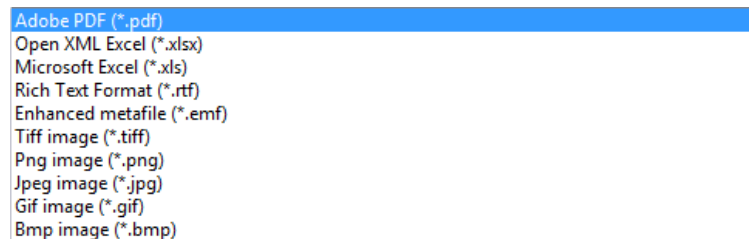
- 2 The "**Save As**" popup window will appear:



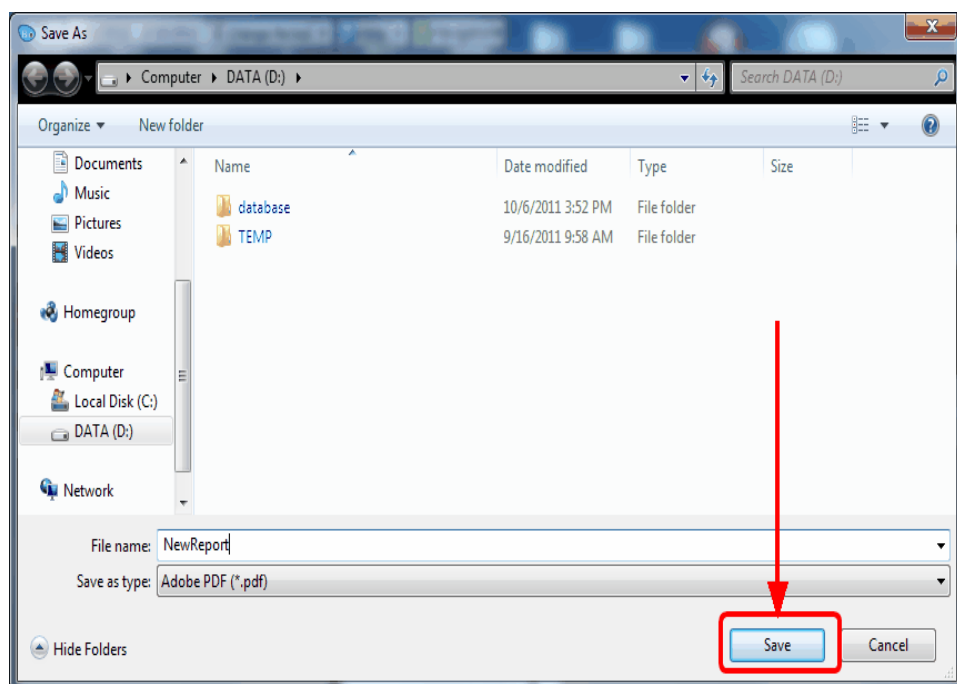
- 3 Browse to a location to save the PDF File.



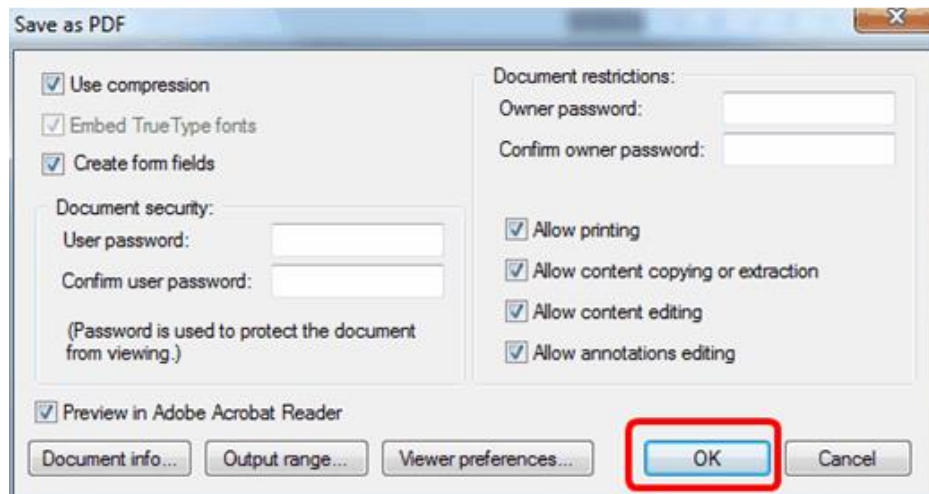
- 4 Type a name for this report, then select the File type \*.pdf from the "**Save as Type**" dropdown menu



5. Click the "**Save**" button at the bottom of this popup window.



- 6 A popup will appear which allows you to choose certain options that you want to apply when saving the report.



- 7 Select all default and click the "OK" button.

Once saved, the file will automatically open in Adobe Acrobat.

The following is a preview of an AIM-CrossChex Report in Adobe:

ANVIZ

Report from 2/13/2012 to 2/18/2012

Anviz

Report Of Hours Worked - All Departments

Date: 2/18/2012

Time: 11:57:28 AM

Legend:

\* = Added Non Employee Personnel

\* = Added Punch

\* = Edited Punch

\* = Lunch Over

\* = Late Arrival

\* = Lunch Double

Employee: 10 - Andrew Hill

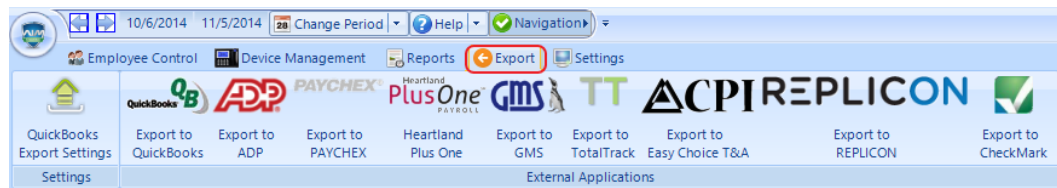
Department: IT

Position: Technical Director

Date	In	Out	Reg	OT	OT	OS	L&S T	L&S P	Rate	Amount	Total
Mon 2/13/2012	7:29 AM	5:51 PM *	10:22	0:00	0:00	0:00	0:00	0:00	\$8.50	\$0.00	10:22
Tue 2/14/2012	7:41 AM	5:47 PM	10:06	0:00	0:00	0:00	0:00	0:00	\$0.00	\$0.00	10:06
Wed 2/15/2012	7:41 AM	6:04 PM	10:23	0:00	0:00	0:00	0:00	0:00	\$0.00	\$0.00	10:23
Thu 2/16/2012	7:36 AM	5:20 PM *	9:44	0:00	0:00	0:00	0:00	0:00	\$0.00	\$0.00	9:44
Fri 2/17/2012	7:35 AM	5:18 PM	9:43	0:00	0:00	0:00	0:00	0:00	\$0.00	\$0.00	9:43
Totals:			50:18	0:00	0:00	0:00	0:00	0:00		\$0.00	
Totals Hours To Pay: 50.18											

## 8. Export

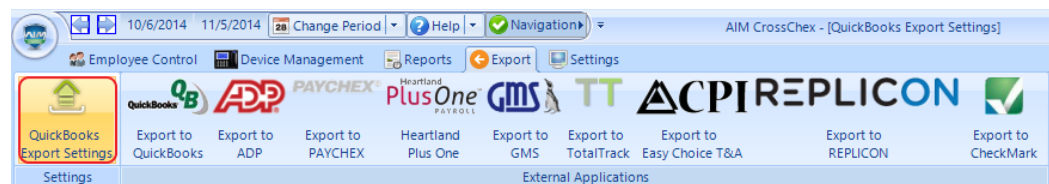
Click "Export" to export page.



## 8.1. Setting

### 8.1.1. QuickBooks Export Setting

Click “QuickBook Export Settings”.

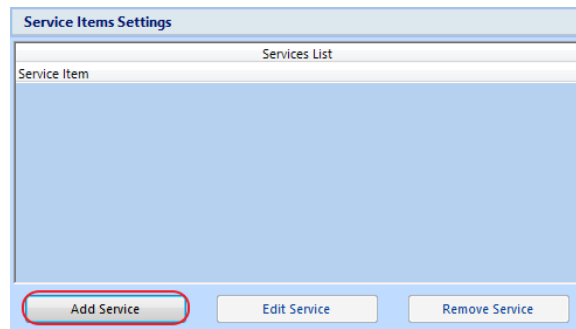


The following is configuration page:

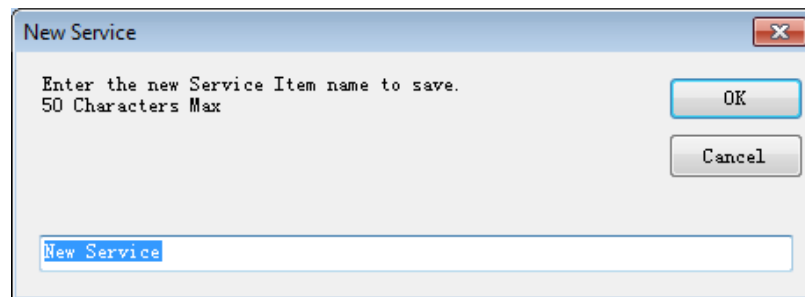
Service Items Settings		Jobs Items Settings	
Services List		Job List	
Service Item		Jobs	Jobs Type
<input type="button" value="Add Service"/> <input type="button" value="Edit Service"/> <input type="button" value="Remove Service"/>			
Payroll Items Settings			
Payrolls List			
Payroll Item	Payroll Type		
<input type="button" value="Add Payroll"/> <input type="button" value="Edit Payroll"/> <input type="button" value="Remove Payroll"/>		<input type="button" value="Add Job Item"/> <input type="button" value="Edit Job Item"/> <input type="button" value="Remove Job Item"/>	

#### Configure Service Items:

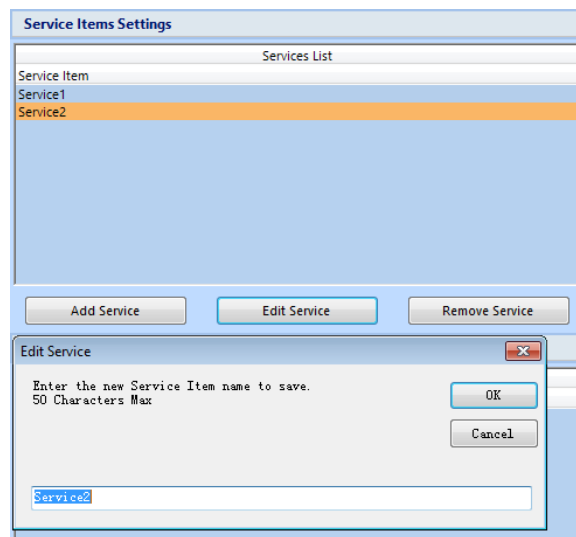
1. Click “Add Service” button.



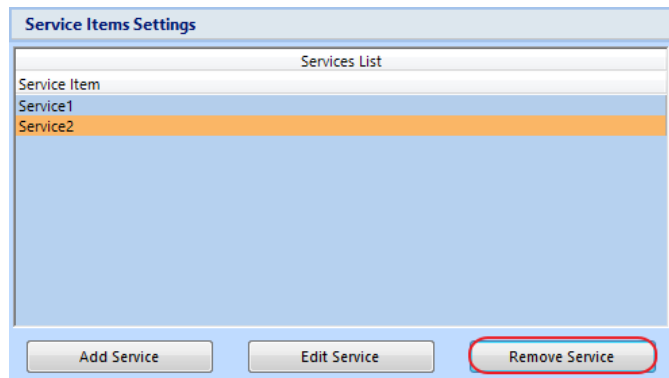
2. Input the name of “New Service”, and click “OK” to save the setting.



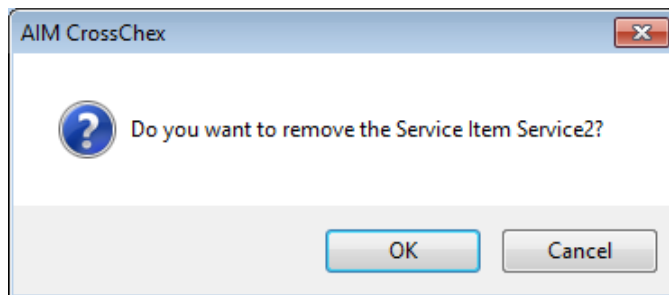
3. Choose the item you want to modify, and Click “Edit Service” button. Input the new name and click “OK” to save the setting.



4. Choose the service you want to delete, and click “Remove Service” button.

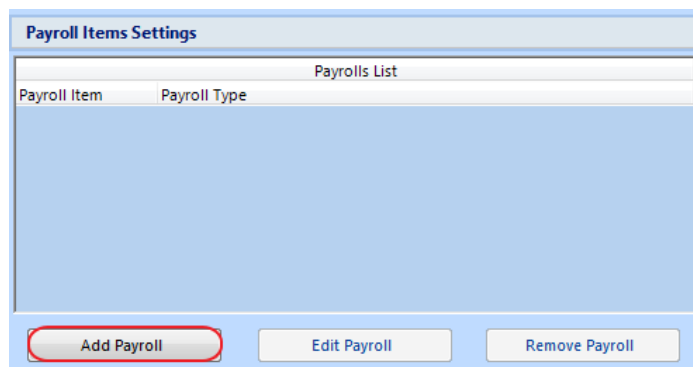


5. Click “OK” to confirm the operation or “Cancel” to cancel the operation.

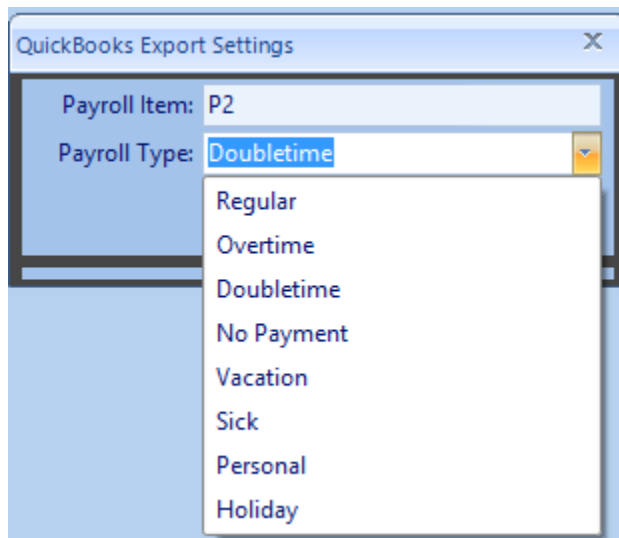


### Configure Payroll Items:

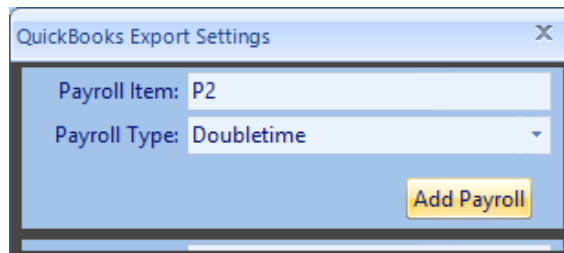
1. Click “Add Payroll” to add Payroll Item.



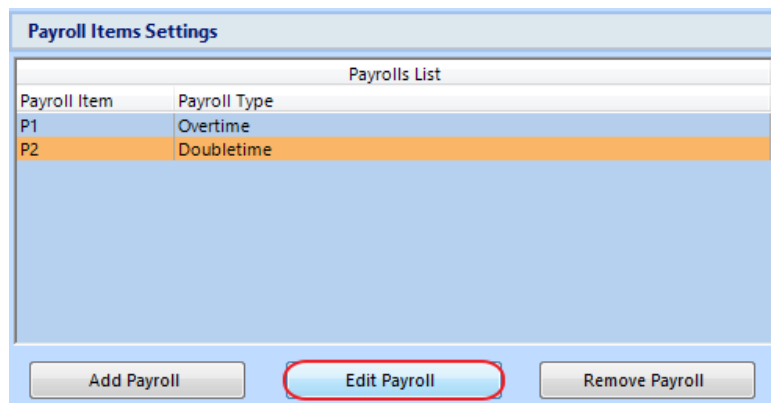
2. Input the name of “Payroll Item” and Payroll Type in dialog box.



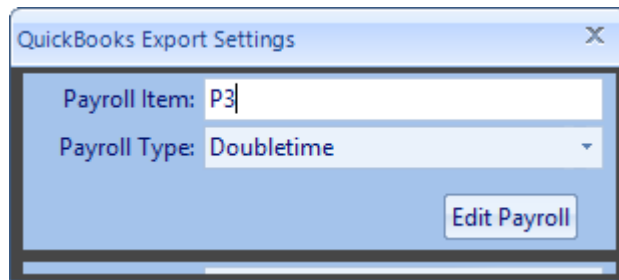
3. Click “Add Payroll” to add this Payroll Item.



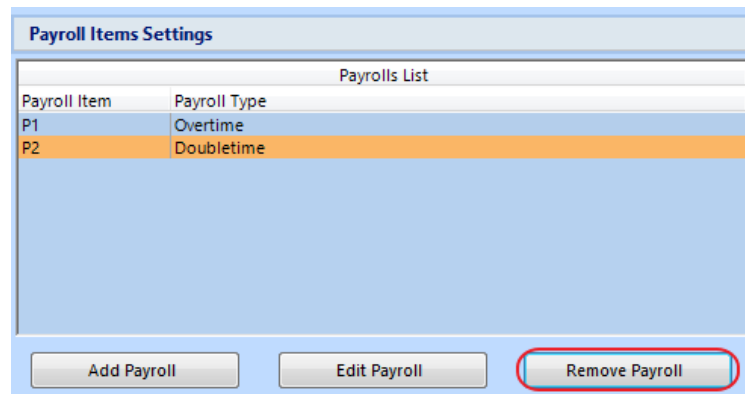
4. Choose the item you want to change, and click “Edit Payroll” button.



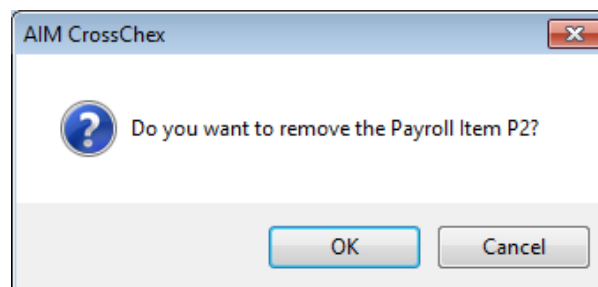
5. Input the new name of “Payroll Item” or new Payroll Type in dialog box. Click “Edit Payroll” to save this Payroll Item.



6. Choose the service you want to delete, and click “Remove Payroll” button.

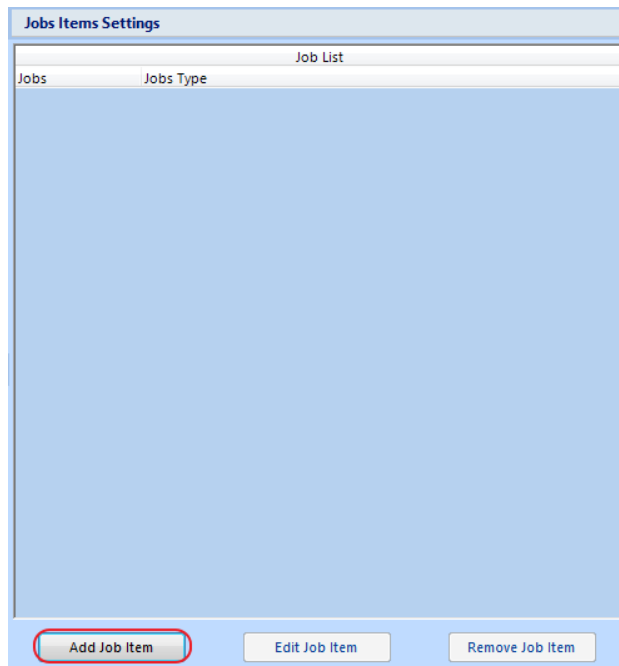


7. Click “OK” to confirm the operation or “Cancel” to cancel the operation.

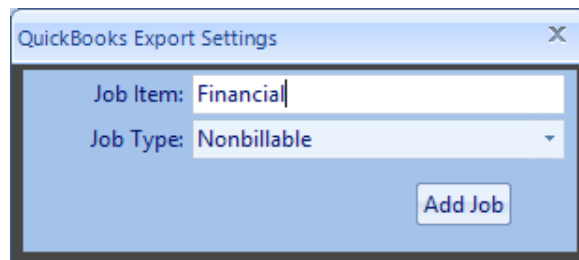


### Configure Jobs Items:

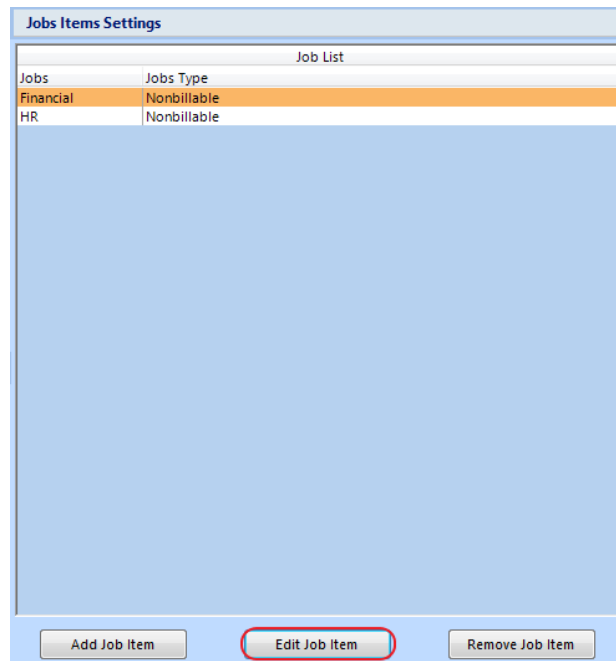
1. Click “Add Job Item” button to add Job items.



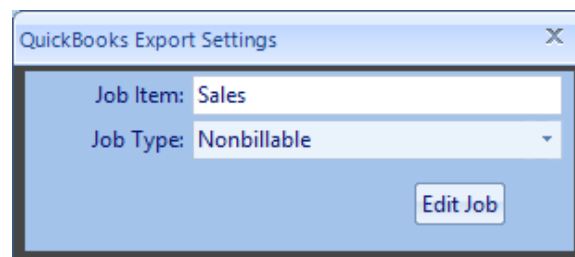
2. Input Job name and Job Type in dialog box. Click “Add Job” button to save the setting.



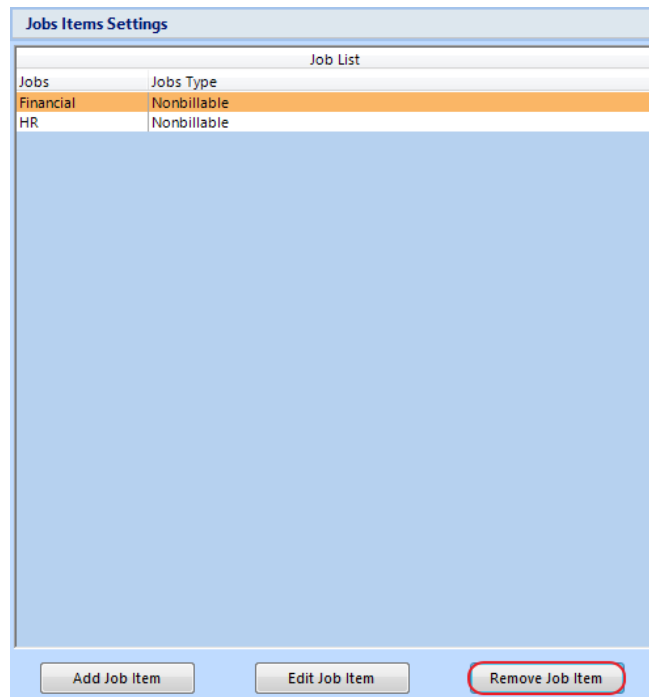
3. Choose the item you want to change, and click “Edit Job Item” button.



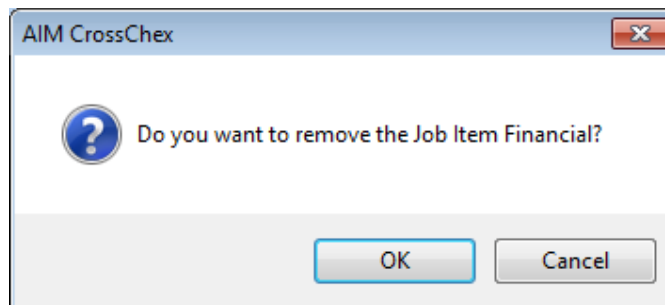
4. Input new Job name or new Job Type in dialog box. Click “Edit Job” button to save the setting.



5. Choose the job you want to delete, and click “Remove Job Item” button.



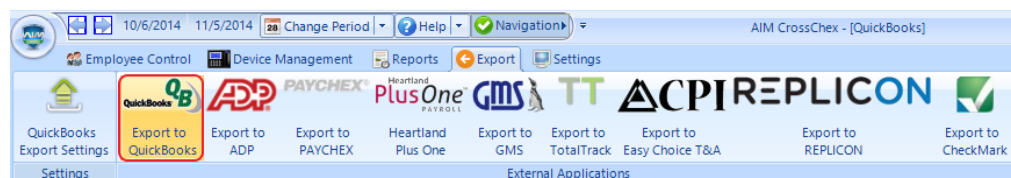
6. Click “OK” to confirm the operation or “Cancel” to cancel the operation.



## 8.2. External Application

### 8.2.1. Export to QuickBooks

Click “Export to QuickBooks”.



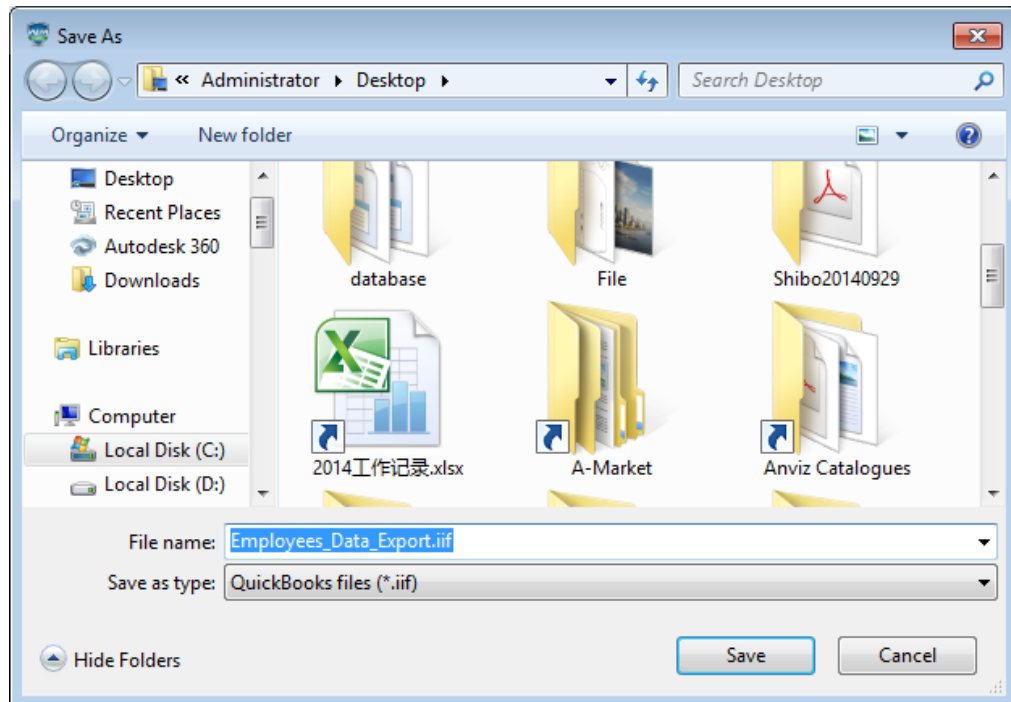
Select employees from employees list. The default is all employees. Click “Preview Export” to view the exported data.

**Report Options**

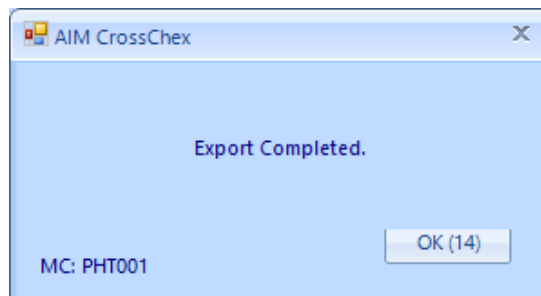
☐ Check this box if a comma is needed in your employee last name.

TIMEACT	DATE	JOB	EMP	ITEM	PITEM	DURATION	PROJ	NOTE	XFERTOPAYROLL
BILLINGSTATUS									
TIMEACT	10/10/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/10/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/13/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/13/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/14/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/14/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/15/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/15/2014	Normal Work		lili		Regular 4:00			0
TIMEACT	10/16/2014	Normal Work		lili		Regular 4:00			0

Click "Generate Export" to export the data. Choose the path of data and click "Save" in the dialog box.



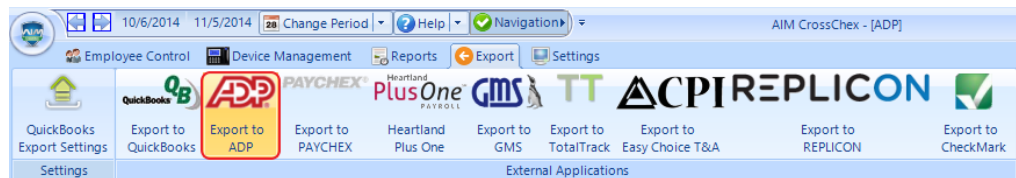
The following window will pop up after successful export.



If you want to add a comma in last name, please click “Check the box if a comma is needed in your employee last name”.

## 8.2.2. Export to ADP

Click “Export to ADP”.



Input Sick Code, Vacation Code, Holiday Code and Double Code from the third part financial software. Choose "Include Employee Name" if you want to add Employee Name in report. Input "Company Code" and "Batch ID".

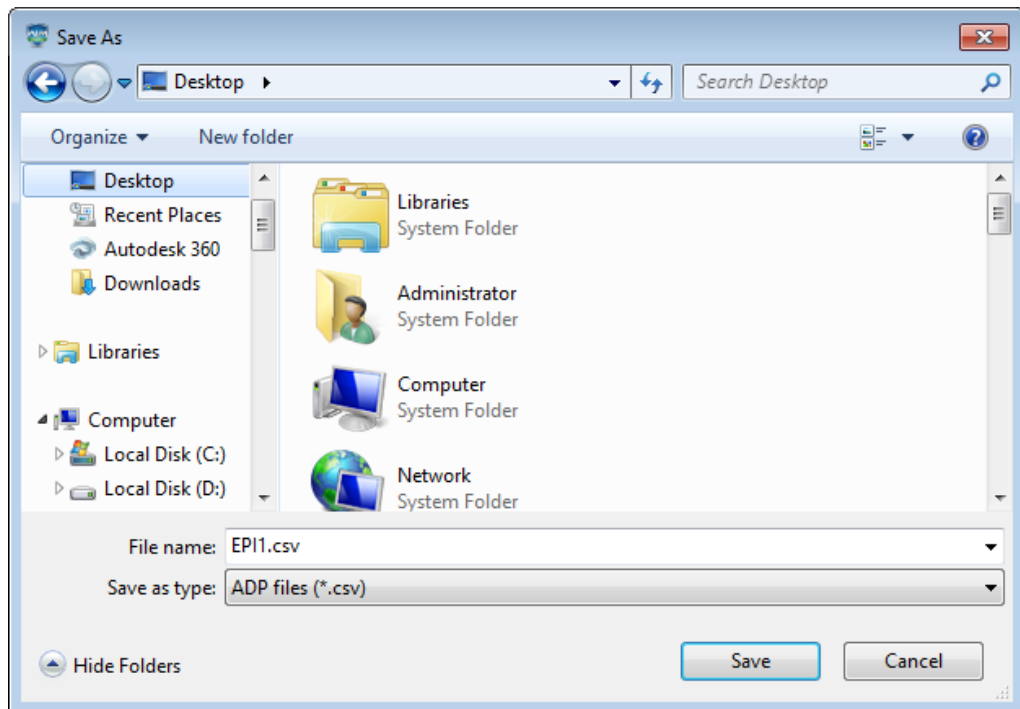
 A screenshot of the 'Export Options' dialog box. It contains several input fields and checkboxes:
 

- Sick Code:** A dropdown menu with '3' selected.
- Vacation Code:** A dropdown menu with '3' selected.
- Holiday Code:** A dropdown menu with '3' selected.
- Doubletime Code:** A dropdown menu with 'D' selected.
- Include Employee Name:** An unchecked checkbox.
- Export Code To Use:** Two text input fields, one containing 'Company Code' and the other 'Batch ID'.
- Buttons:** 'Preview Export' (with a magnifying glass icon), 'Generate Export' (with a checkmark icon), and 'Cancel' (with an 'X' icon).
- Employee ID:** A text input field with '0' entered.

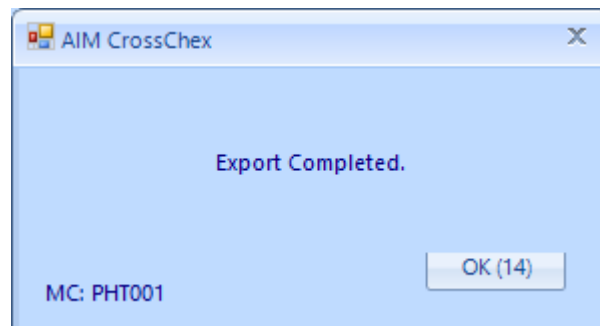
Choose the employees in “Employee List” and click “Preview Export” to view the data.

Click “Generate Export” to export the report.

Choose the path of data and click “Save” in the dialog box.

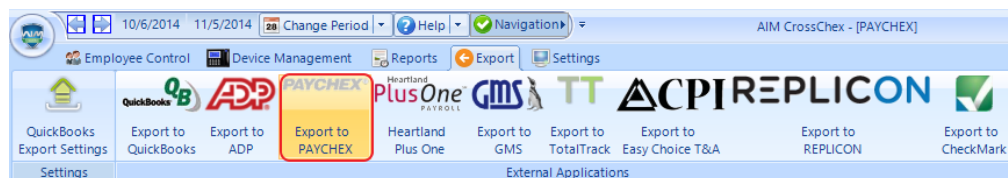


The following window will pop up after successful export.

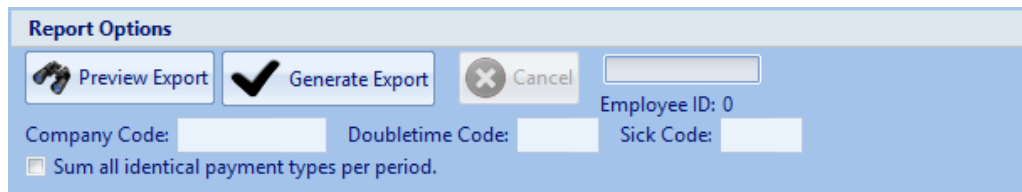


### 8.2.3. Export to PAYCHEX

Click “Export to PAYCHEX”.

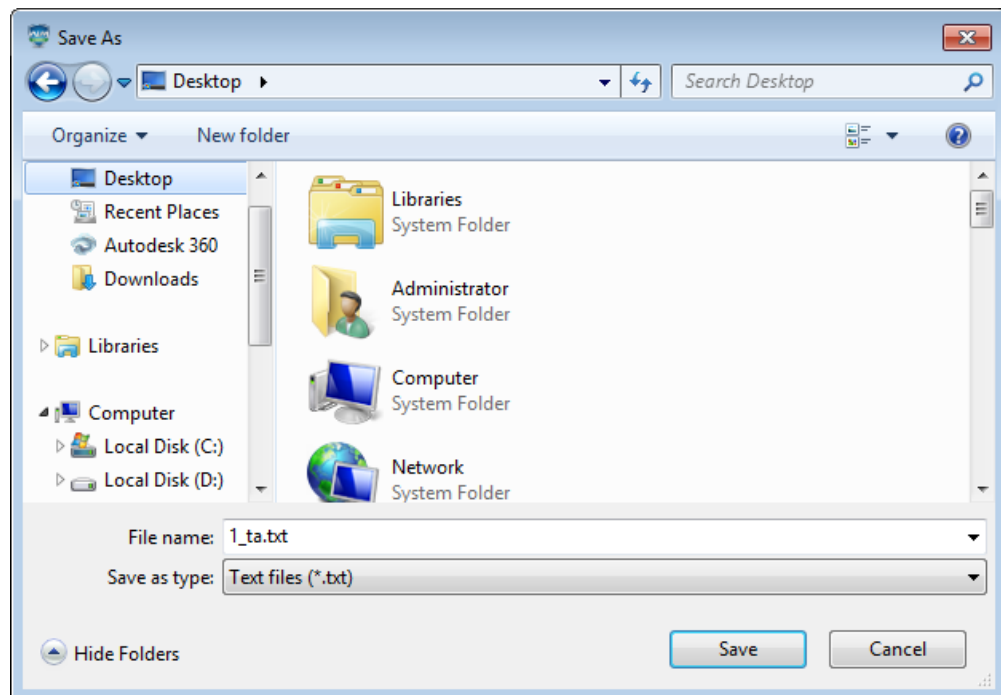


Input Company Code, Doubletime Code and Sick Code from the third part financial software. You don't need to input Doubletime Code if the overtime is not permitted. Click “Sum all identical payment types per period” to export the sum of all identical payment types per period



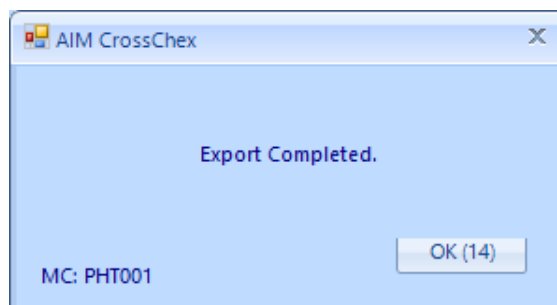
Choose the employees in “Employee List” and click “Preview Export” to view the data.

Click “Generate Export” to export the report.



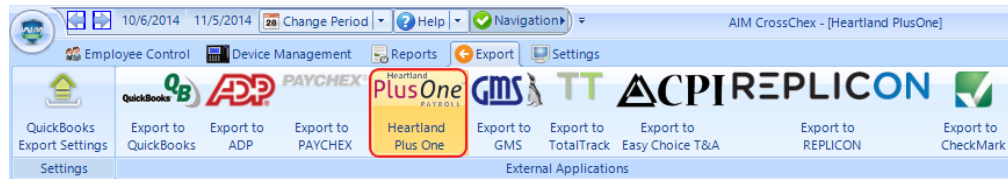
Choose the path of data and click “Save” in the dialog box.

The following window will pop up after successful export.

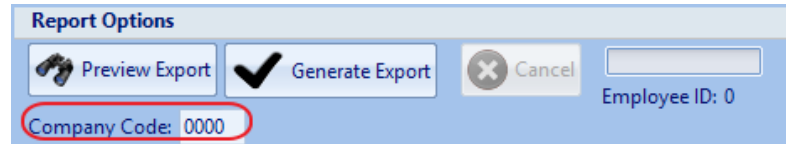


## 8.2.4. Export to Heartland Plus One

Click “Heartland Plus One”.

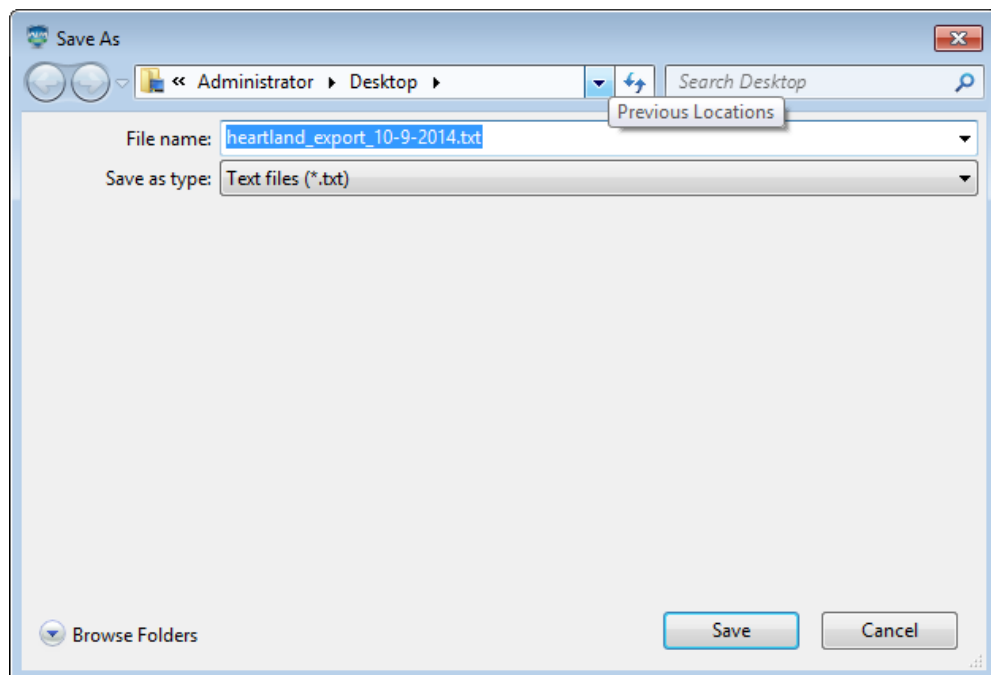


Input “Company Code”.

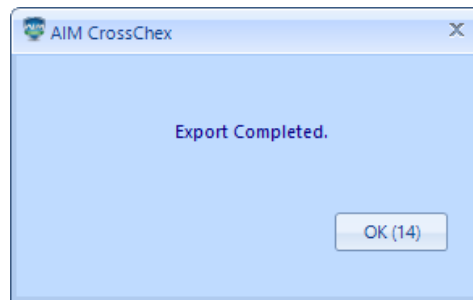


Choose the employees in “Employee List” and click “Preview Export” to view the data.

Click “Generate Export” to export the report. Choose the path of data and click “Save” in the dialog box.

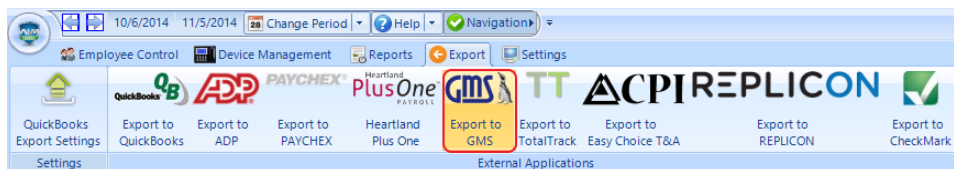


The following window will pop up after successful export.

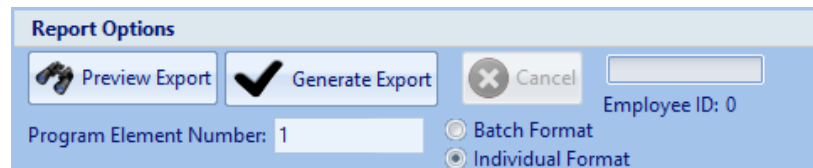


## 8.2.5. Export to GMS

Click "Export to GMS".

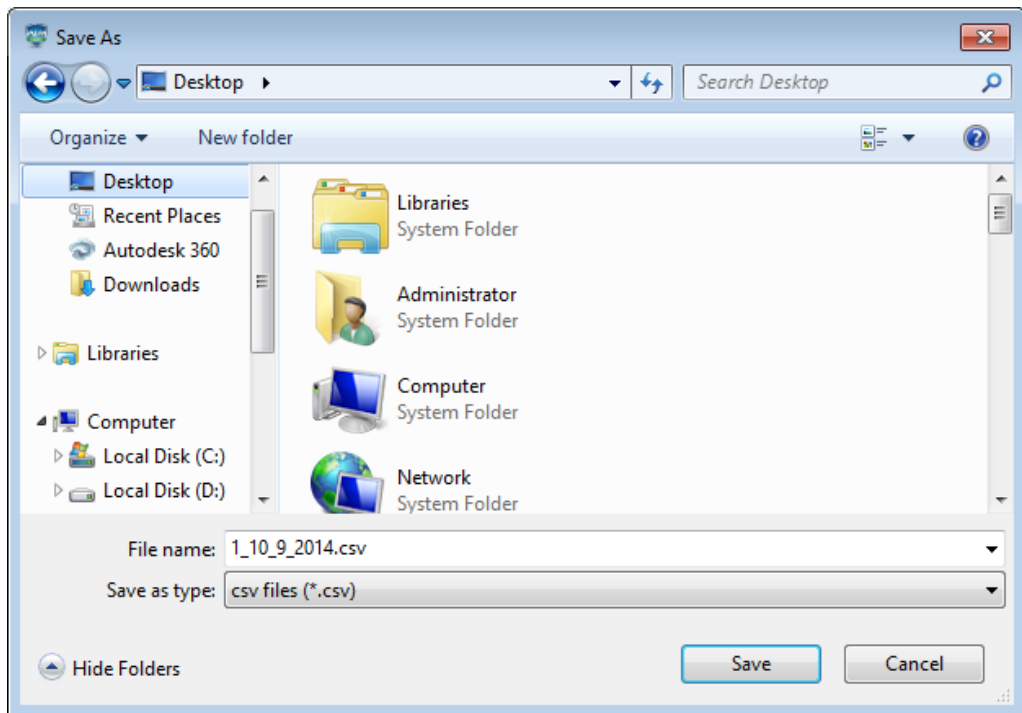


Input Program Element Number, and choose "Batch Format" or "Individual Format".



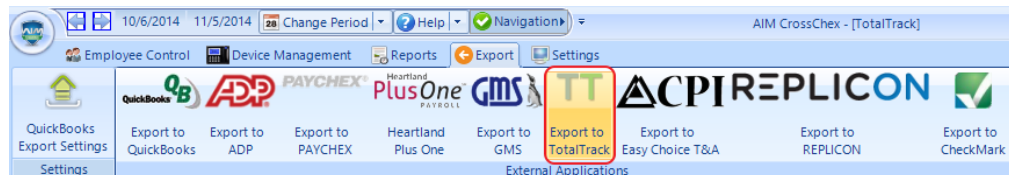
Choose the employees and click "Preview Export" to view the exported data.

Click "Generate Export" to export the report. Choose the path of data and click "Save" in the dialog box.



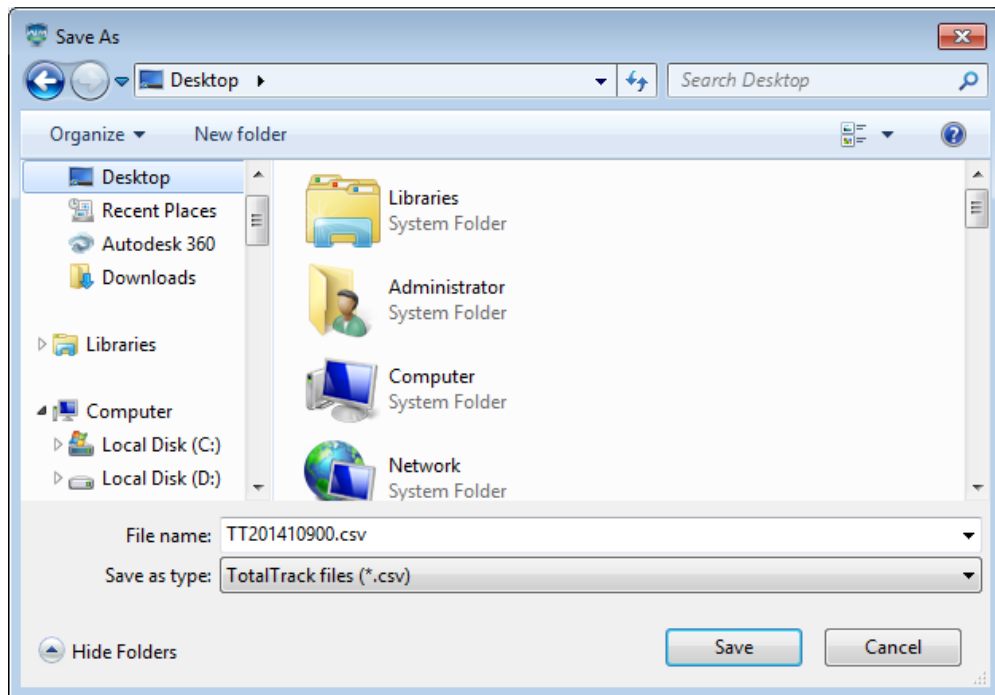
## 8.2.6. Export to Total Track

Click “Export to TotalTrack”.



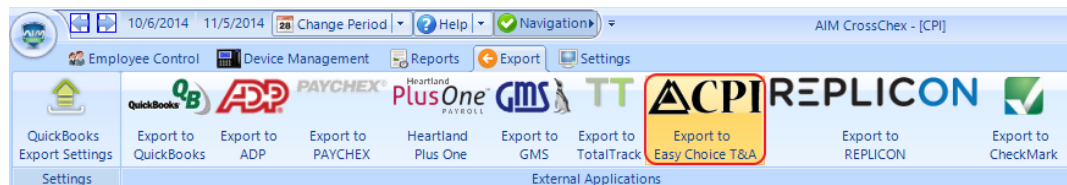
Choose the employees and click “Preview Export” to view the exported data.

Click “Generate Export” to export the report. Choose the path of data and click “Save” in the dialog box.

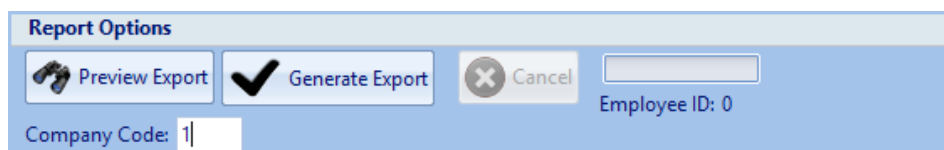


### 8.2.7. Export to Easy Choice T&A

Click “Export to Easy Choice T&A”.



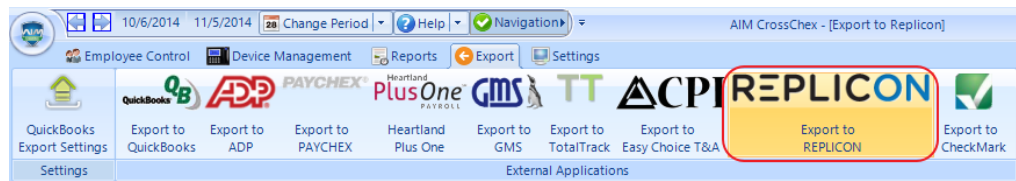
Input the “Company Code”, and choose the employees. Click “Preview Export” to view the exported data.



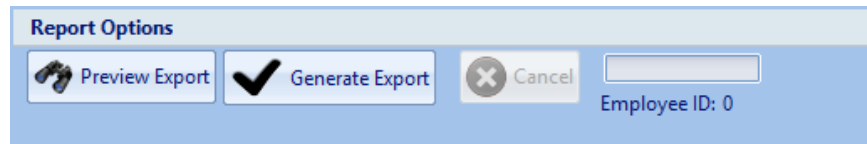
Click “Generate Export” to export the report.

### 8.2.8. Export to REPLICON

Click “Export to REPLICON”.

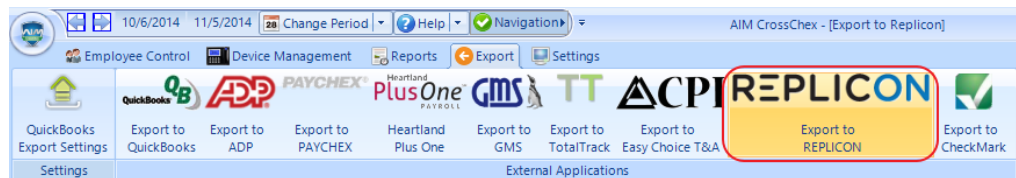


Choose the employees. Click “Preview Export” to view the exported data. Click “Generate Export” to export the report.

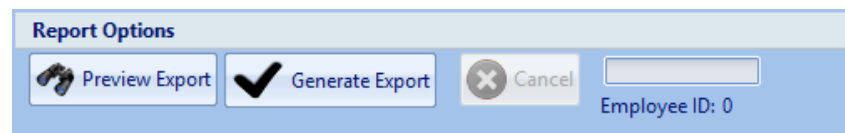


## 8.2.9. Export to CheckMark

Click “Export to CheckMark”.



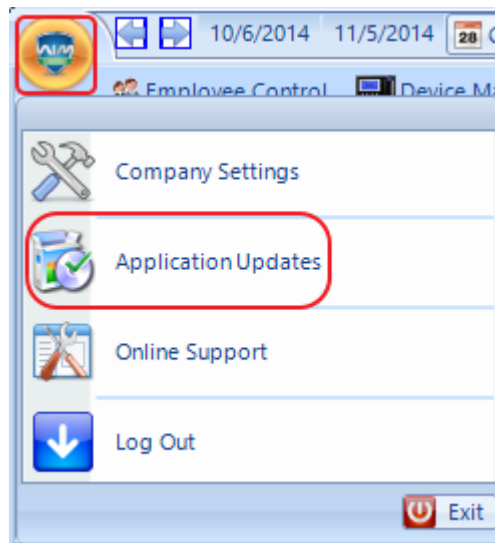
Choose the employees. Click “Preview Export” to view the exported data. Click “Generate Export” to export the report.



## 9. Update & Uninstallation

### 9.1. Update

To update the AIM CrossChex online, simply click the button on the top left corner.



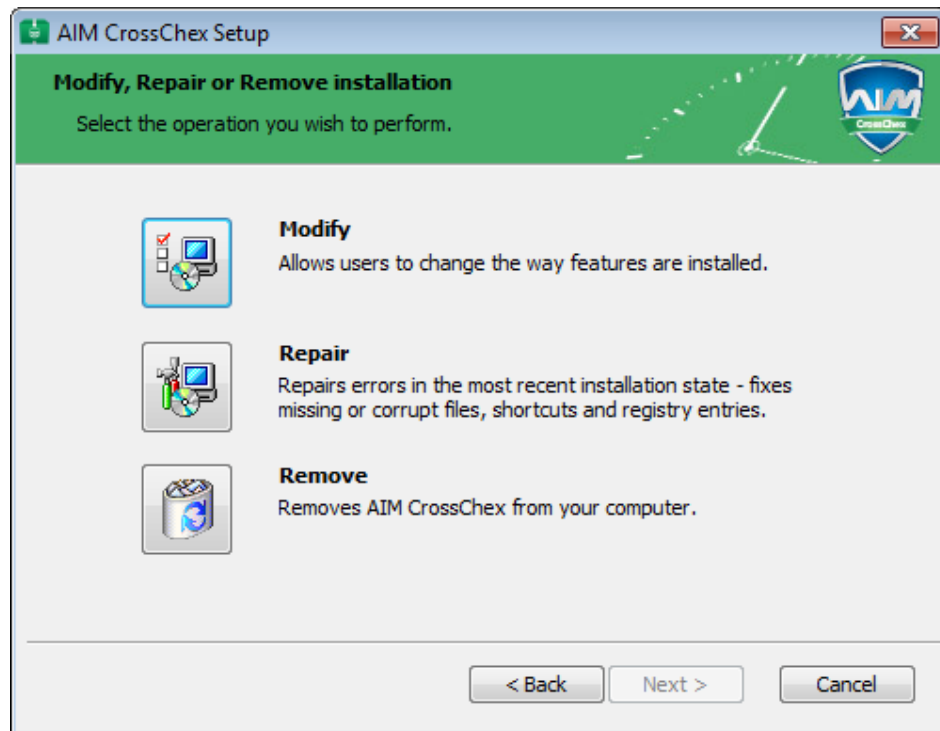
The following menu will pop up, click the "Application Updates" button. Follow the instructions to finish the update.

## 9.2. Uninstallation

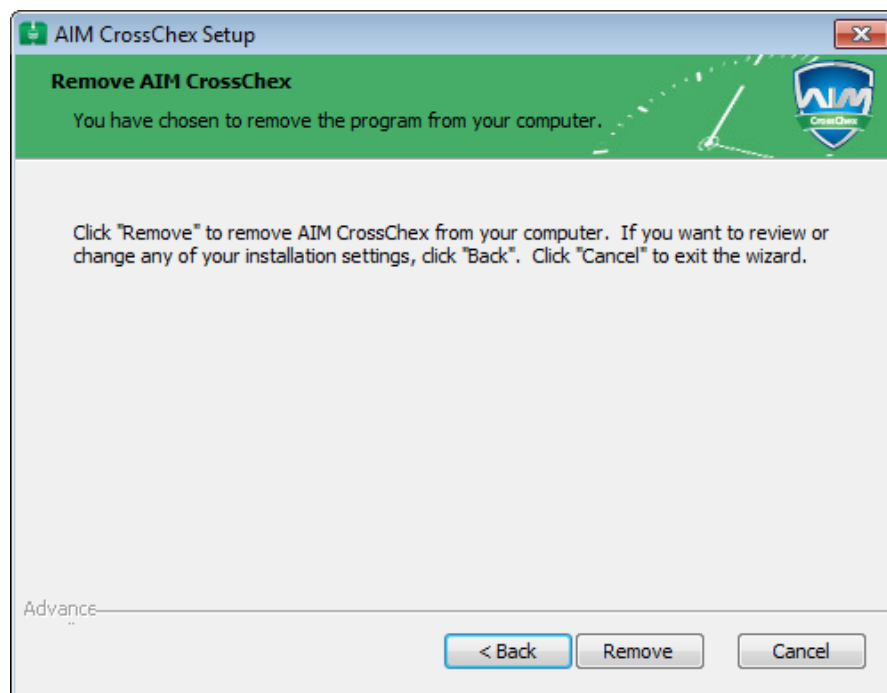
There are 3 ways to uninstall the software:

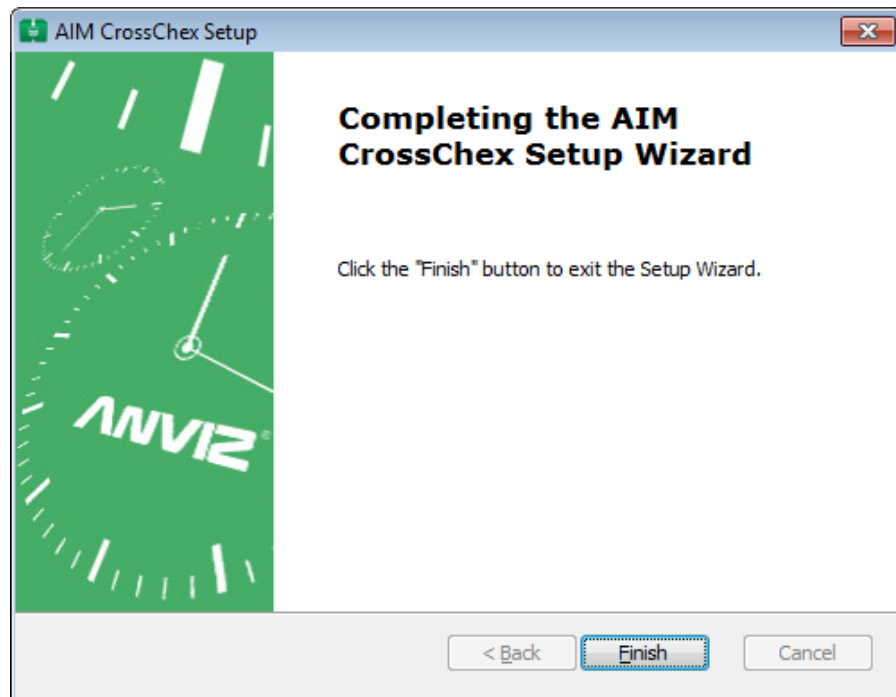
### Remover via software:

1. Double click on "Setup.exe" of CrossChex, and the following window will appear:



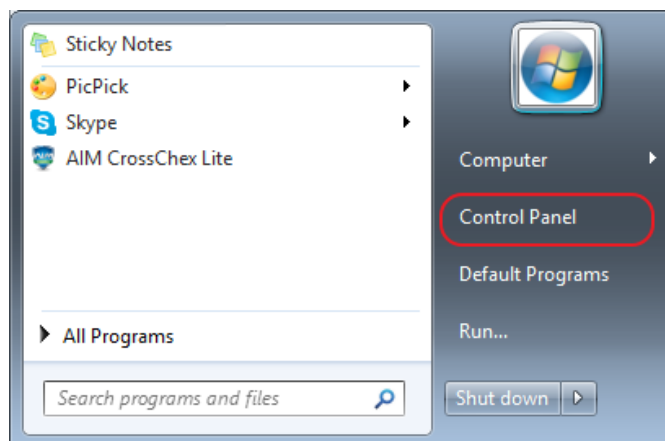
2. Click "Remove", you will start the process to remove the software.
3. Click "Remove" button to continue the process. The following window will pop up when the software is successfully removed from computer.

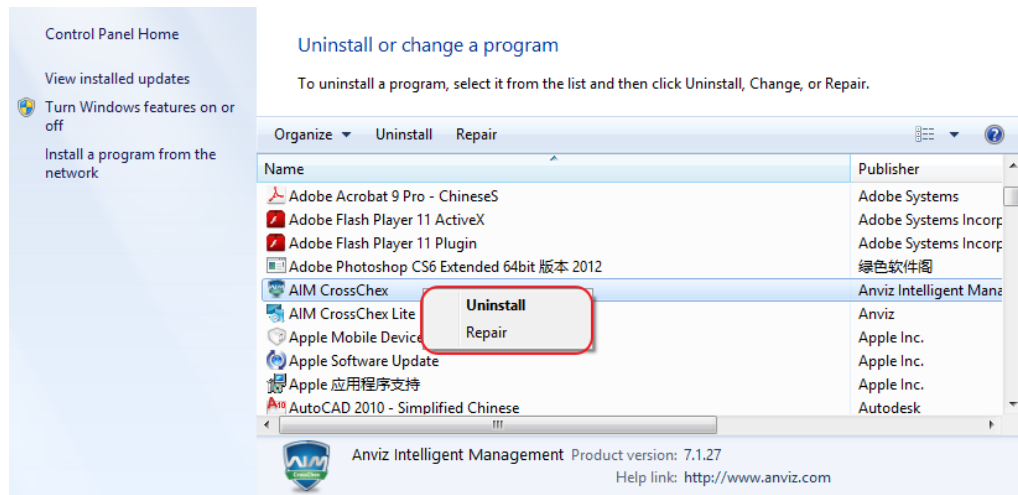




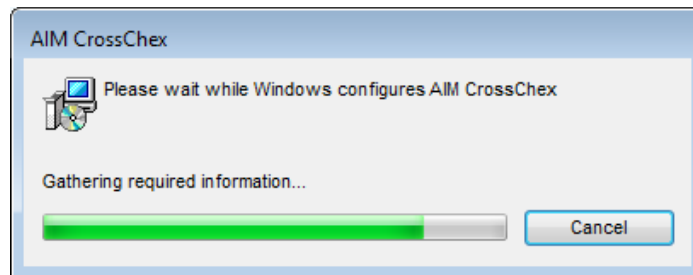
#### Remove via control panel:

1. Click "Start", "Control Panel", and look for "Programs and Features", find AIM CrossChex Advanced in the list.





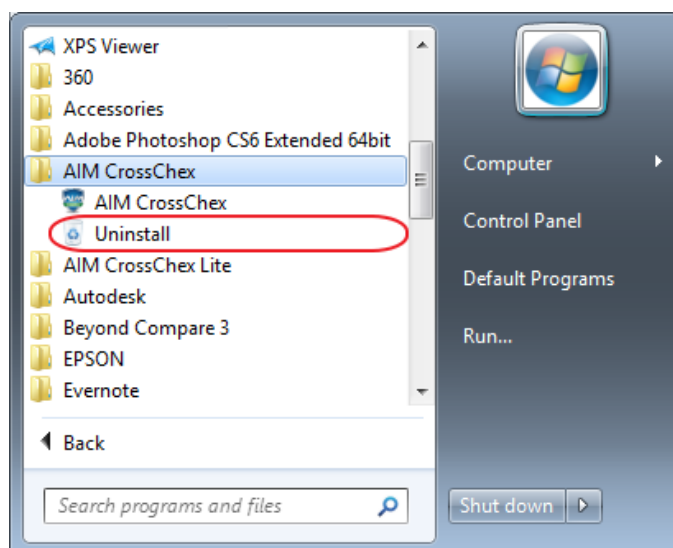
2. Click “Uninstall” button, the following window will show you the process of uninstallation.



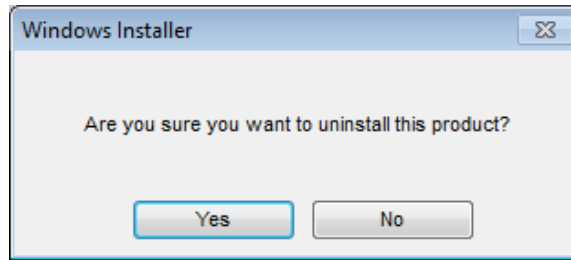
3. The window will close when the removal/uninstall completes.

### Remove via start menu:

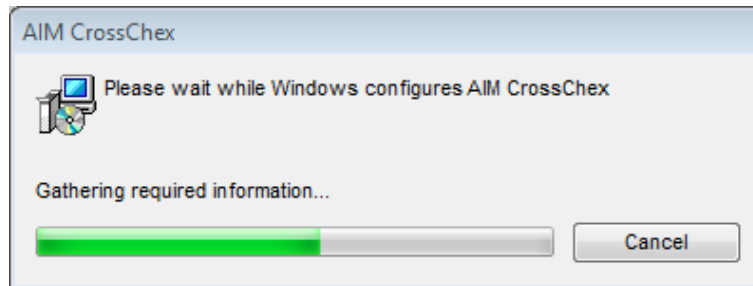
1. Click “Start”, and look for “AIM CrossChex” folder on left side, click it.



2. Click “Uninstall”, the following window pop up.



3. Click “Yes” to uninstall the software.



4. The window will close when the removal/uninstall completes.